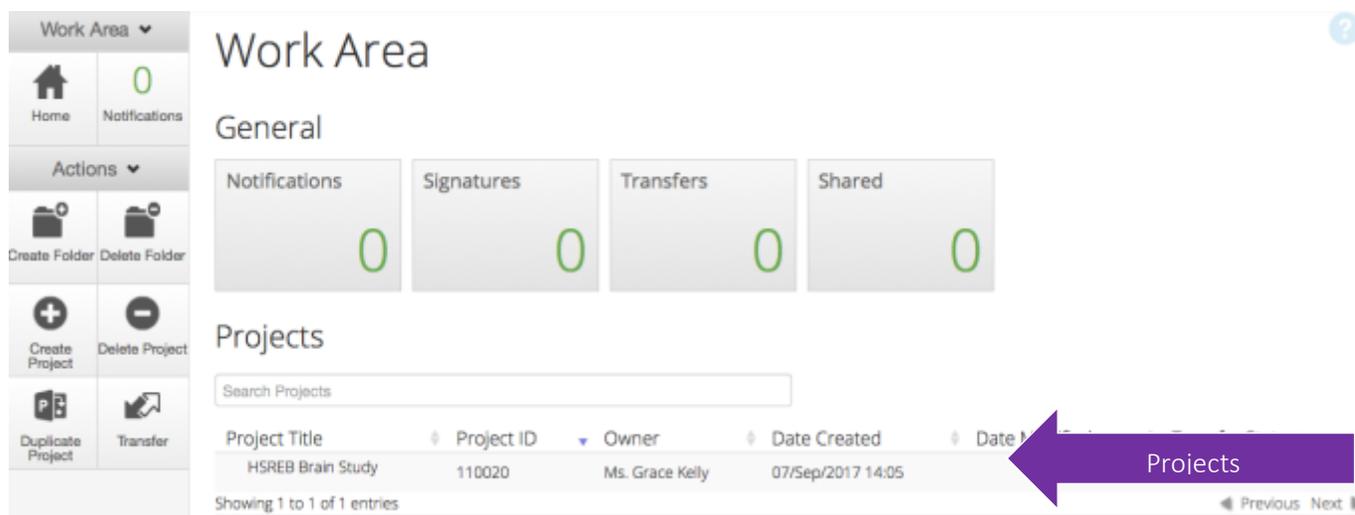


QuickGuide: Creating a Sub-Form

This QuickGuide outlines steps for creating a Sub-Form within WesternREM.

To create a Sub-Form:

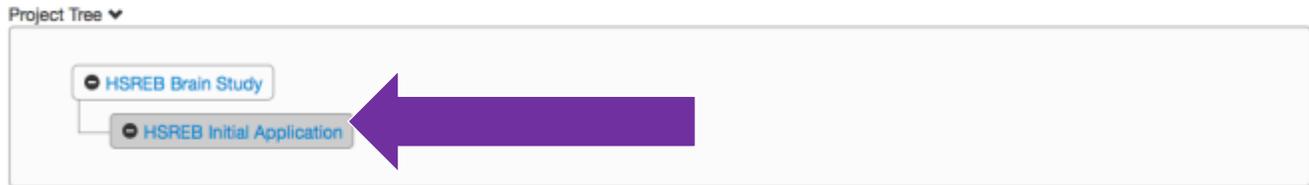
1. A **Sub-Form** refers to the following:
 - Amendment Form
 - Continuing Ethics Review Form
 - End of Study Form
 - Reportable Event Form
 - Local (Internal) Serious Adverse Event (SAE)
 - Non-local (external) Serious Adverse Event (SAE)
 - Protocol Violation / Deviation
 - Privacy Breach
 - Audit / Inspection Report
 - Study Participant Complaint
 - FYI
 - Data Safety Monitoring Committee (DSMC) Report
2. Log into WesternREM - <https://applywesternrem.uwo.ca>
3. Click on the project in the list of Projects at the bottom of the screen that you wish to create the sub-form for.



The screenshot shows the 'Work Area' interface. On the left is a sidebar with navigation icons for Home, Notifications, Actions, Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, and Transfer. The main content area is titled 'Work Area' and includes a 'General' section with four summary cards: Notifications (0), Signatures (0), Transfers (0), and Shared (0). Below this is a 'Projects' section with a search bar and a table. The table has columns for Project Title, Project ID, Owner, Date Created, and Date Modified. One row is highlighted in grey: 'HSREB Brain Study' with Project ID '110020', Owner 'Ms. Grace Kelly', and Date Created '07/Sep/2017 14:05'. A purple arrow points to the 'Projects' column header.

Project Title	Project ID	Owner	Date Created	Date Modified
HSREB Brain Study	110020	Ms. Grace Kelly	07/Sep/2017 14:05	

4. Make sure that the application you wish to update is highlighted in grey in the Project tree.



5. Click on '**Create Sub-form**' from the **Actions Toolbar**.
6. Select the **Sub-Form** that you wish to create from the drop down menu and click '**Create**'.
7. Complete the application and upload your tracked and clean documents (if applicable).

***NOTE:** In some questions the '**Upload Document**' button will not appear until you prompt it by answering the question. Please be sure to work through the form in sequential order to ensure that no questions or uploads are missed.

8. Sign and Submit

Once you have completed all of the required questions for your application you can then check to ensure that your project is complete by clicking the **Submit** tile or the **Completeness Check** tile in the **Actions Toolbar**.

If the application is complete you can then do one of the following:

- a. If you are the PI you can sign the application by clicking the blue **Sign** button on the last page of the application. You will be prompted to enter your **Username** and **Password** and click **Sign**.
- b. If you are not the PI you can request the signature of the PI by clicking the **Request Signature** button on the last page of the application. You will be prompted to enter the PI's **Email Address** and click **Sign**.

***NOTE:** Once all of the signatures have been signed then the sub-form will be automatically submitted.

***NOTE:** We will no longer accept attestation forms, the PI must sign off on all submissions.

Questions?

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