

November 8, 2017

RE: Migration of Materials from ROMEO to WREM.

Dear Colleagues,

As has been previously communicated, the Office of Human Research Ethics successfully launched the first of two migration phases for its new online protocol submission platform, WREM, on September 7, 2017. As a reminder, materials are being migrated in the following fashion:

First Migration:

- All studies approved in ROMEO as of August 31, 2017
- Did not include post-approval submissions (e.g., amendments, Continuing Ethics Reviews, Reportable Events, etc.)
- Did not include study documents (including the ROMEO Application Form), which will NOT be migrated into WREM
- Those designated as Research Support Staff were provided access to the file in WREM. Those designated at Co-Investigators, Students, other were NOT provided access to the file in WREM and would therefore have to be added to the file in WREM.

Second Migration:

- Date TBD
- Will include all remaining submissions still under review after August 31, and all post-approval submission information

As we prepare for the second migration, the office continues to review all outstanding submissions in ROMEO. We require your support to expedite this process: over the past few weeks, we have been sending emails asking the research community to a) update us about the status of remaining submissions under review in ROMEO (i.e., continue to review the submission, or withdraw it); or b) to work with ethics officers to complete the review.

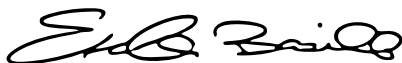
In order to proceed with the second migration and to transition the research community entirely to WREM, we are implementing a **February 28, 2018** deadline to have the review of all outstanding submissions completed.

ROMEO will remain accessible to researchers for the remainder of 2018, but only to retrieve study documents. Any incomplete submissions remaining in ROMEO after February 28 will be withdrawn. If you wish to proceed with one of these submissions following that date, you will be required to resubmit the initial submission or post-approval submission directly into the WREM system.

Information about this deadline will also be communicated on our website.

On behalf of the Office of Human Research Ethics and the Research Ethics Boards, thank you for your continued support and understanding during this transition to the new electronic system.

Sincerely,



Erika Basile, Director, Office of Human Research Ethics