

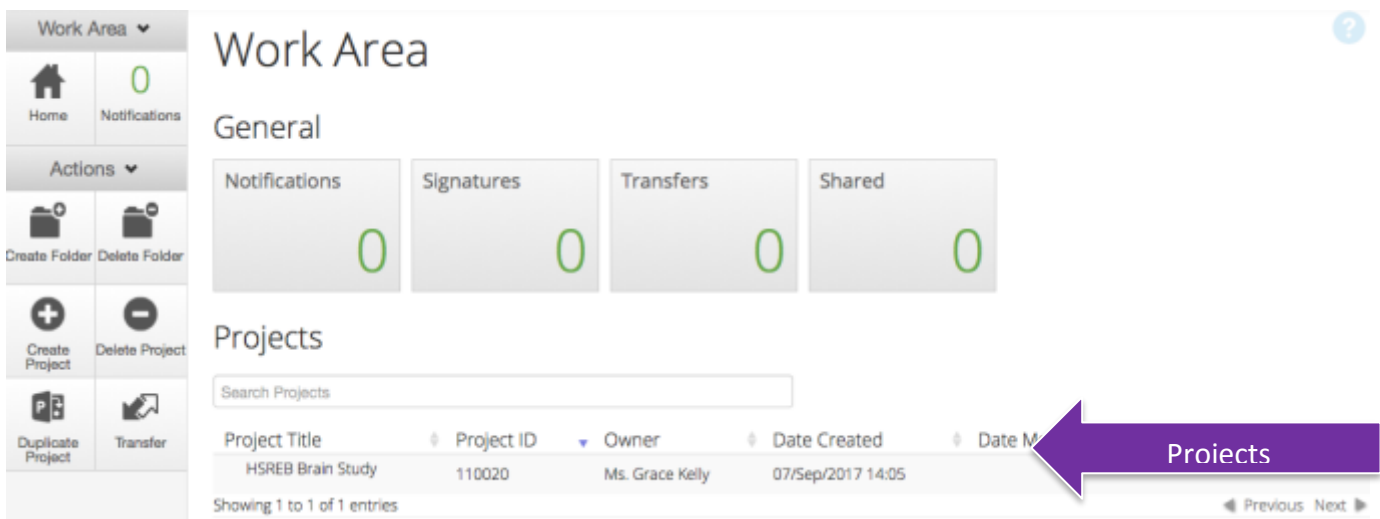
QuickGuide: Adding Study Team Members

When a user creates a new project in WesternREM he/she becomes the '**Project Owner**' and has exclusive access to the project and all of the forms within.

In order for other members of the study team, to access the application forms in the project, they must be given a role by the Project Owner. Once a user is given a role they will be granted access to previously created forms and all forms created in the future for the project.

To add a study team member (excluding Principal Investigators and Co-Investigators**):

1. Log in to WesternREM <https://applywesternrem.uwo.ca>
2. Click on the project in the list of **Projects** at the bottom of the screen that you wish to update.



Work Area

General

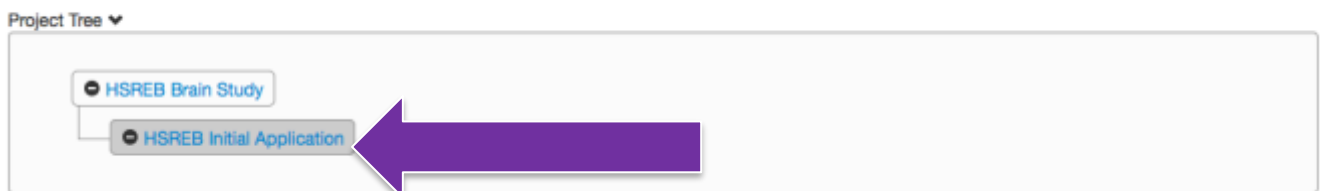
Notifications 0 Signatures 0 Transfers 0 Shared 0

Projects

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

Showing 1 to 1 of 1 entries

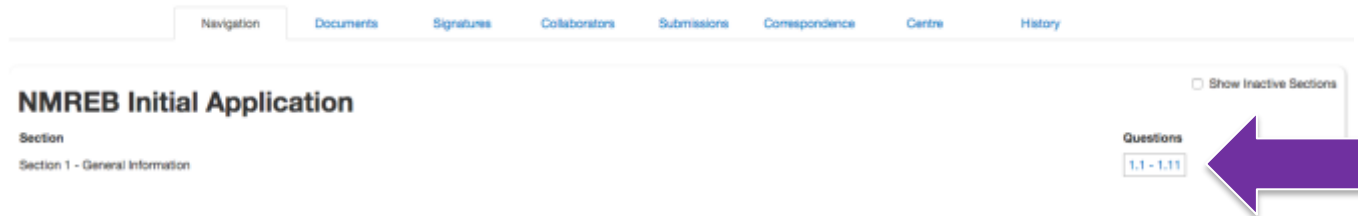
3. Make sure that the application you wish to update is highlighted in grey in the **Project tree**.



Project Tree

- HSREB Brain Study
 - HSREB Initial Application

4. Click on **Section 1** of the Initial Application at the bottom of the page.



5. In **Section 1.3** click “Yes there are additional study team members”
6. In the box at the top of **Section 1.3** that says **Search User**, begin typing the name of the person that you wish to add. Once you find them, click on their name and they will be added into the form.

***NOTE:** Only individuals with a WesternREM account will be able to be added.

7. Next, click on the **Roles** tile in the **Actions Toolbar** on the left hand side of the screen.
8. Enter the email address of the person you wish to add. Choose a role for that person by clicking the dropdown menu beside their email address. Click **‘Share Role’**.
 - a. If needed, you can edit the permissions of the person added by clicking on the **Collaborator** tab in the **Actions Toolbar** after they are added.

**** To change the PI or Co-I you will need to submit an Amendment Form in WREM. Please see the **WREM Applicant – QuickGuide: How to Submit a Sub-Form Members****

Questions?

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