



WesternREM (WREM) Reviewer

REB Member Training Manual

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1. About WesternREM

The Western Research Ethics Manager (WREM) was purchased from [Infonetica Ltd.](#), which specializes in research management, ethics management, ethics approval and compliance training solutions. WREM is a web-based electronic platform for conducting research ethics reviews and is built using modern infrastructure that exhibits a vast set of features, while maintaining an easy-to-use interface.

1.1. Target Audience

This guide is intended for all WREM Users who access the system as an REB Reviewer. This guide will provide useful information about how to navigate the online system.

1.2. Internet Settings

WREM supports the latest versions of the following browsers:

- Microsoft Internet Explorer
- Mozilla Firefox
- Google Chrome
- Apple's Safari

WREM uses pop-ups. You will need to configure your browser to ensure WREM pop-ups are allowed.

1.3. Technical Support

Email – wrem@uwo.ca

Phone – 519-661-3036

2. Getting Started

2.1 Access the System

To access the system go to: <https://reviewwesternrem.uwo.ca>

2.2 Accounts



A WREM account will be generated for all researchers, and research support staff when requested. REB Members will automatically have their account generated on the reviewer side if they hold a researcher account.

If you have forgotten your password or if you need to change your password, select 'Forgotten Password' at the login page and you will receive an email with instructions for changing it.

2.3 How to Log In

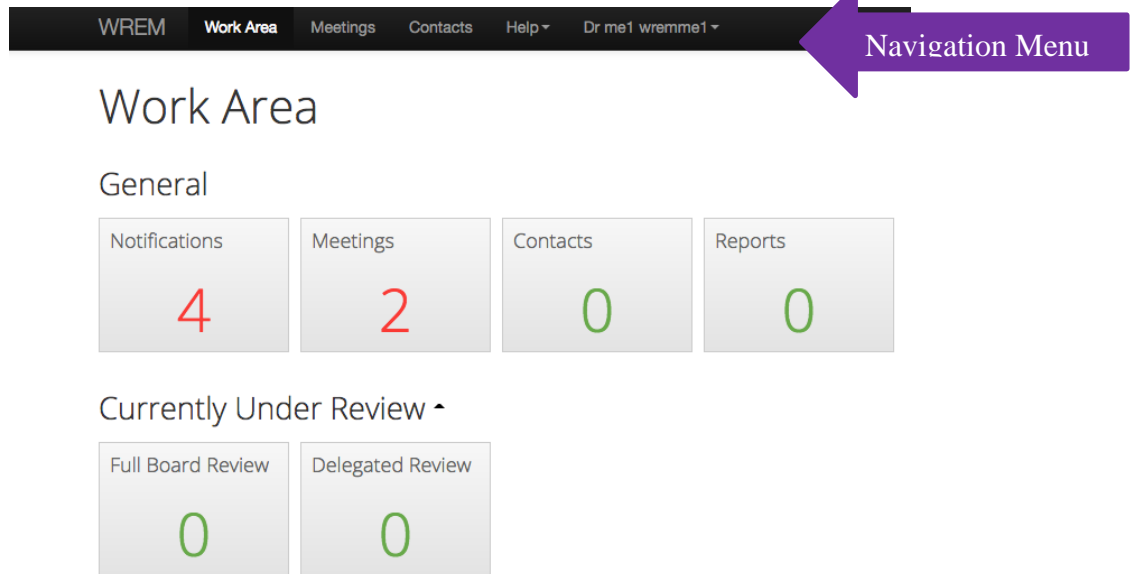
Once you have completed the registration process, enter your registered email address and password, and click Log in.

A screenshot of the WREM login interface. The form is titled "Log in" in a bold, black font. Below the title, there are two input fields: "Email Address" and "Password". The "Email Address" field is a simple white box with a thin border. The "Password" field is a white box with a thin border and a small eye icon on the right side to toggle visibility. Below the input fields, there is a blue button labeled "Log in" and a link labeled "Forgotten Password" in blue text.

3. Navigating the WREM System

Upon logging into WREM, you will be directed to the Work Area. The Work Area is your home page, where you will find all current pending notifications, new projects for reviews and a list of upcoming meetings you are scheduled to attend.

3.1 Work Area



WREM Work Area Meetings Contacts Help Dr me1 wremme1

Navigation Menu

Work Area

General

Notifications 4	Meetings 2	Contacts 0	Reports 0
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Currently Under Review ▾

Full Board Review 0	Delegated Review 0
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3.2 The Navigation Menu

The **Navigation menu** (illustrated above) will always be visible at the top of the page, regardless of where you are in the system, and includes links to:

1. **Work Area** – takes you to the Work Area / home page
2. **Meetings** – allows you to view upcoming Full Board meetings you are scheduled to attend.
3. **Contacts** – takes you to the Contacts page for a list of personal contacts.
4. **Help** – The help bar links to:
 - a. **Help** – Provides training materials for quick reference.
 - b. **FAQ** – Links to Frequently Asked Questions
 - c. **Update History** – shows the most current version of software being used by the WesternREM system.
 - d. **About** – Provides information about Western University’s human Research Ethics Boards (REB)
 - e. **Contact Information** – Provides quick access to contact information for the Office of Human Research Ethics.
5. **Account Settings** – clicking your name on the right-hand side of the Navigation Menu allows you to:
 - a. **Change Password**
 - b. **Update Personal Information**
 - c. **Logout**

4. The Review Process

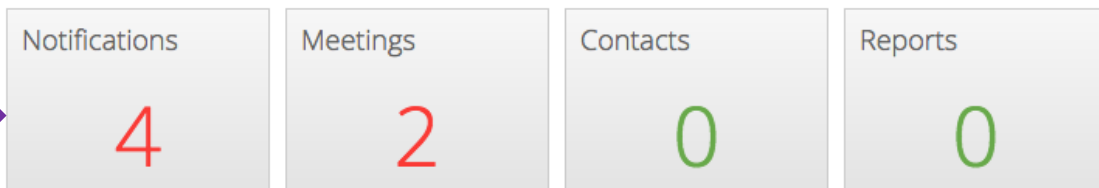
4.1 Notification of Application Ready for Review

1. You will receive an email from wremsend@uwo.ca indicating there is an application ready for your review in WREM.
 - a. If you have a concern, e.g. a conflict of interest with a study you are assigned to, email wrem@uwo.ca to notify the REB.
 - i. **Do not** reply to the wremsend email address. Emails to this address are not received at the Western Ethics Office.
2. When you log into WREM, you will notice two things:
 - a. A number in your **Notification** tile indicating you have a notification awaiting action.
 - b. A number in either the '**Full Board Review**' or '**Delegated Review**' tile, which means you have a study ready for your review.

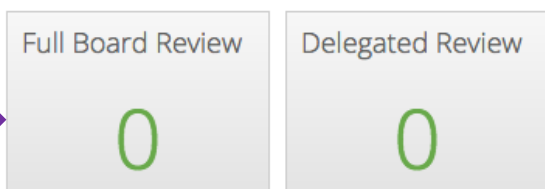
WREM Work Area Meetings Contacts Help ▾ Dr me1 wremme1 ▾

Work Area

General




Currently Under Review ▾



4.2 Accessing the Application for Review

1. Clicking the '**Full Board Review**' or the '**Delegated Review**' tile will take you to a list of applications awaiting their review.

- a. In the illustration below, you will see there is currently one application awaiting review.



Project Id	Review Reference	Project Title	Application Type	Review Submission Version	Principal Investigator First Name	Principal Investigator Last Name	Review Date Received	Review Status	Review Committee	Assigned Reviewer Full Name
270	2017-0270-103	Aug 3	HSREB Initial Application	1			03/Aug/2017 14:42	Delegated Review	Western HSREB	Dr EO1 wremeo1, Dr EO2 wremeo2, Dr me1 wremme1, Dr me2 wremme2

Showing 1 to 1 of 1 entries


◀ Previous Next ▶

2. Click the application requiring review.
3. The 'Timeline View' page will appear; this page is a summary of what has happened so far in the application.

Project Title: [Aug 3](#)
Form Reference: HSREB Initial Application - Aug 3 -
Review Reference: 2017-0270-103


[Delete submission](#)

Project Id:	0270	Applicant Name:	Ms. Nicole Holme
Current Committee:	Western HSREB	Current Status:	Delegated Review
Application Type:	HSREB Initial Application	Meeting:	Unassigned
Clock Status:	Start (19/100) days elapsed.	Assigned Reviewers:	Dr EO1 wremeo1 (Assigned Ethics Officer), Dr EO2 wremeo2 (Assigned Ethics Officer), Dr me1 wremme1 (Primary Reviewer), Dr me2 wremme2 (Secondary Reviewer)
Conflicted Users:	None		



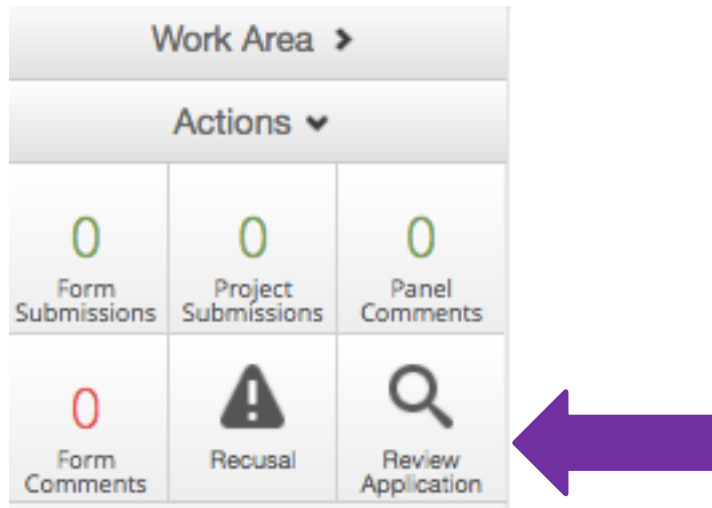
Timeline | Project | Documents | Contacts | Correspondence

Zoom In | Zoom Out | [View by Status](#)



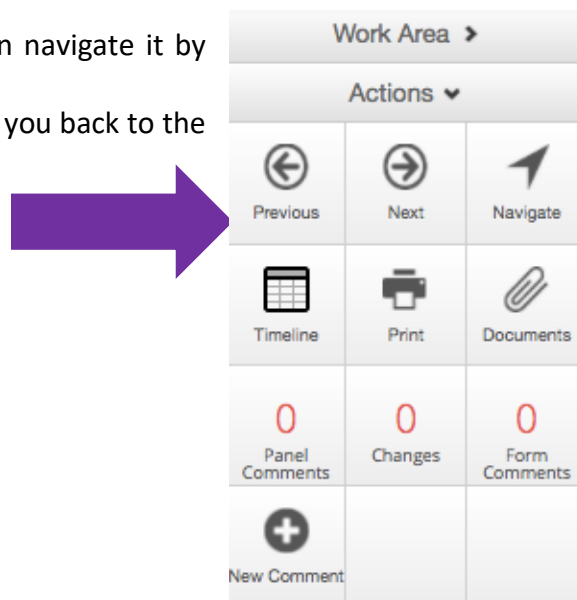
1. To review the application, click 'Review Application' in the action toolbar (on the left-hand side of the screen).

- a. If you would rather review a specific document first (as e.g., the protocol or Letter of Information), you can click on the **'Documents'** tile (as illustrated above).
2. Begin by clicking Questions 1.1-1.XX in Section 1.



4.3 Reviewing the Application

1. When you are in the application, you can navigate it by using the **'Previous'** and **'Next'** tiles.
2. Clicking **'Navigate'** or **'Timeline'** will bring you back to the Timeline Page.



4.4 Adding Comments

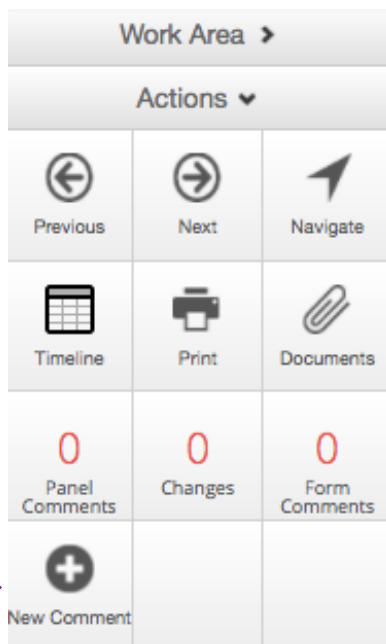
To enter your review, you will need to add a comment. There are two ways to add comments into WREM for an application for your review:

1. **Panel Comments** – relate to a specific question
2. **Form Comments** – relate to the overall application

Comments are visible to other members of the REB, but are never visible to the Researcher. Comments can be edited and deleted after you've made them.

4.4.1 Panel Comments

1. To make a comment about a specific question, click the '**New Comment**' tile in the Action Toolbar.
2. Select the question on which you wish to make a comment by clicking it.
3. Enter your comment and click Save



WREM Work Area Meetings Contacts Help - Dr me2 wremme2 -

Select a question to comment on

Actions

Project Id: 270 Version: Version 1 - 16/11/2016

1.1

1.1 *Is this the initial submission or a response to REB recommendations? Select Me

Initial Submission
 Response to REB recommendations

1.2

1.2 *Complete the Principal Investigator (PI) details: Select Me

*Prefix *First Name *Last Name

Add Comment

Question Title 1.1 *Is this the initial submission or a response to REB recommendations?

Comment

Cancel











Save

4.4.2 Form Comments

To make a comment about the whole application, click '**Form Comments**' on the action toolbar.

Work Area >

Actions ▾

 Previous	 Next	 Navigate
 Timeline	 Print	 Documents
 Panel Comments	 Changes	 Form Comments
 New Comment		



This will bring up a pop-up window. Click **'Add Comment,'** enter your comment and click **'Save.'**

Form Comments + Add Comment ×

Note: No comments have yet been added to this application.

Close

Form Comments + Add Comment ×

Comment	Date Added	Owner	Modified By
<input type="text" value="New Comment..."/>	Now	You	

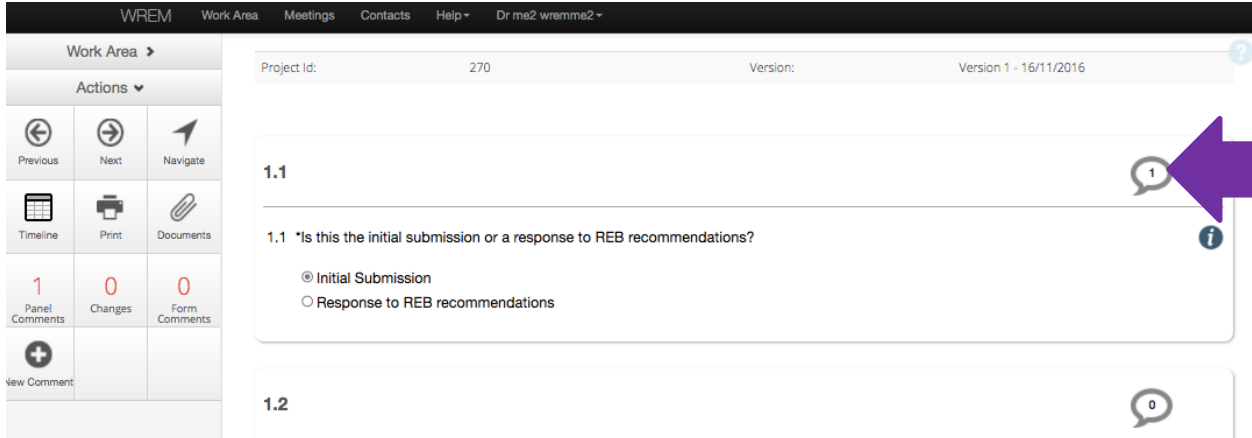
Save Cancel

Close



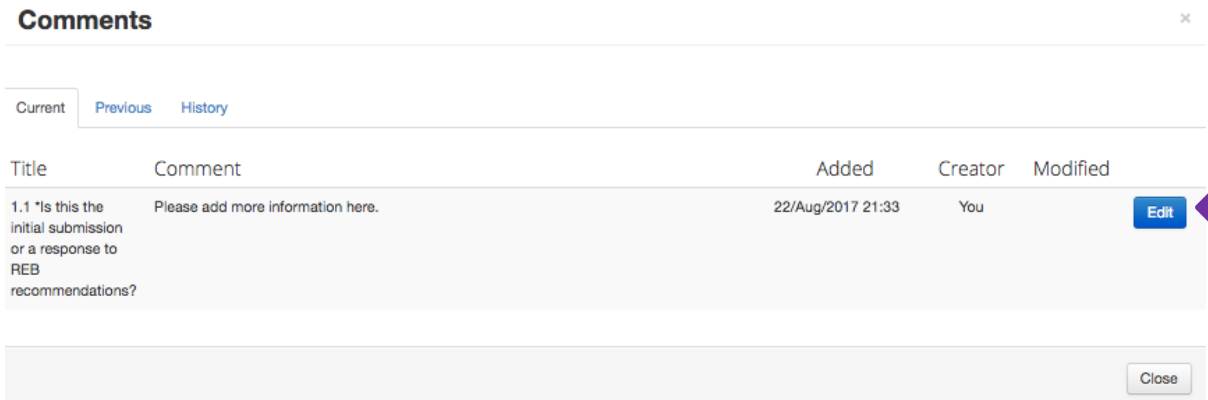
4.4.3 Editing Comments

You can edit both **Form Comments** and **Panel Comments**. To edit a comment, find the comment (by clicking on the **'Panel Comments'** or **'Form Comments'** tiles).



The screenshot shows the WREM interface with a sidebar on the left containing navigation and action buttons. The main content area displays a list of comments. Comment 1.1 is highlighted, and a purple arrow points to a speech bubble icon with the number '1' next to it, indicating that there is one comment for this item.

Using your mouse, highlight the comment you wish to change, and click **'Edit.'**



The screenshot shows a 'Comments' dialog box with a table of comments. The table has columns for Title, Comment, Added, Creator, and Modified. The first row is selected, and a purple arrow points to the 'Edit' button in the rightmost column of that row.

Title	Comment	Added	Creator	Modified
1.1 *Is this the initial submission or a response to REB recommendations?	Please add more information here.	22/Aug/2017 21:33	You	Edit

This will give you the ability to edit the comment. Once you are satisfied with changes you have made, press the **'Save'** button.

If you wish to delete the comment altogether, press the **'Delete'** button.

***NOTE:** Only the person who created the comment can edit or delete the comment.

Update Comment



Question Title 1.1 *Is this the initial submission or a response to REB recommendations?

Comment

Please add more information here.

Delete

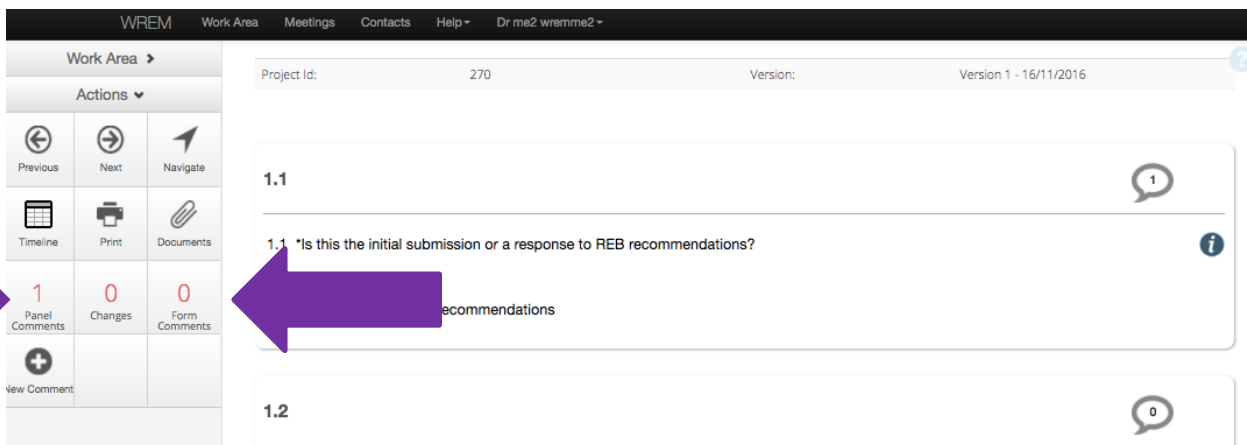
Cancel

Save

4.4.4 Reviewing Comments Made by Others

To review a list of comments made by other reviewers, click **'Panel Comments'** or **'Form Comments'** from the Actions Toolbar.

The number on the tile indicates how many comments have been made.



The screenshot shows the WREM software interface. At the top, there is a navigation bar with 'WREM', 'Work Area', 'Meetings', 'Contacts', 'Help', and 'Dr me2 wremme2'. Below this is a 'Work Area' section with an 'Actions' dropdown menu. The 'Actions' menu contains several icons: 'Previous', 'Next', 'Navigate', 'Timeline', 'Print', 'Documents', 'Panel Comments' (with a red '1' above it), 'Changes' (with a red '0' above it), 'Form Comments' (with a red '0' above it), and 'View Comment'. A large purple arrow points from the left towards the 'Panel Comments' tile. To the right of the 'Actions' menu is a list of comments. The first comment is titled '1.1 *Is this the initial submission or a response to REB recommendations?' and has a speech bubble icon with the number '1' next to it. A second purple arrow points from the right towards this comment entry. Below it is another comment entry titled '1.2' with a speech bubble icon and the number '0'.

4.4.5 Non-Medical Reviews

For all Non-Medical Reviews please make a Form Comment indicating whether or not you wish to see this project again. If you wish to see the project again the response will be sent to you for approval. If you do not wish to see the project again, the Ethics Officer will review the response and approve if the recommendations have been completed.

4.4.6 Delegated Reviewer Actions

For all Delegated Reviews ensure to complete one of the following actions upon completion of your review:

- Recommend approve – if there are absolutely NO concerns with the protocol submitted as is.
- Recommend modifications – if the reviewer and/or Ethics Officer has recommendations.
- Recommend Send to FB – if the reviewer thinks this study needs to be presented to the Full Board for review

