

QuickGuide: Creating a For Information Only or Transfer Information Only (FIO) Sub-Form

This QuickGuide outlines steps for creating a For Information Only or Transfer For Information Only sub-form within MacREM.

What qualifies as a For Information Only or Transfer For Information Only?

There is an explanation on the top of the form (Screening section) about what kinds of changes can be submitted on the For Information Only form as opposed to an Amendment form. If it is not clear, contact the Ethics Office.

Screening

If you are **ONLY** making administrative or other minor changes that do not substantively alter the currently approved protocol and documents, then you may be able to submit a For Information Only form to document the change, instead of an Amendment form. The **For Information Only** form is only reviewed by the Ethics Secretariat staff to confirm the change does not require an **Amendment** form and ethics review. If you are unsure which form to use, please contact ethicsoffice@mcmaster.ca or ext. 23142.

Some examples of changes that may only require a **For Information Only** form:

- Change to study title
- Change to investigator information
- Update of funding status
- Reporting clearance from other REBs
- Change to level of project
- Notifying MREB of an update to an open-ended interview guide (in certain cases, see [TCPS, Art. 10.5](#))
- Minor or administrative changes to the Letter of Information or other study documents (e.g. new contact information, changing wording for clarity or to address typos/grammar, removing a survey question)
- Request for an extension to a Conditional Release of Funds approval

Below are some examples of changes that normally require an **Amendment** form and ethics review. These are only a few examples, to contrast with the list above. Please contact the [ethics office](#) if you are unsure which form to use.

- Adding new data collection instruments (e.g. survey, experimental task, interview guide, etc.)
- Changing a currently approved data collection instrument (survey, interview guide, etc.) in a way that affects what is communicated in the consent process and/or alters the risk to participants.
- Adding new data collection methods (e.g. adding focus groups to a study that originally had interviews only).

1. Log into MacREM: <https://macrem.mcmaster.ca>

2. Click on the project in the list of Projects at the bottom of the screen that you wish to create the For Information Only (Transfer For Information Only) sub-form for.

Work Area

Notifications: 4 | Signatures: 0 | Transfers: 0 | Shared: 0

Project Folders

All Projects: 6 | TEST Folder: 0

Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Fin	5622	Ms Katerina Fraggoulis	Aug/18/2021 11:39	Aug/18/2021 13:22	

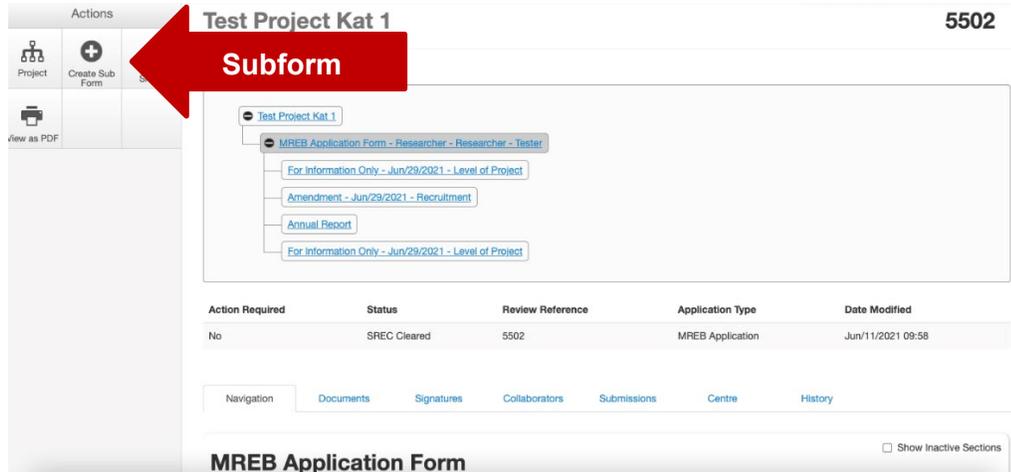
McMasterREM (Applicant)

Online User Guide: Creating a For Information Only Sub-form (V2.0)

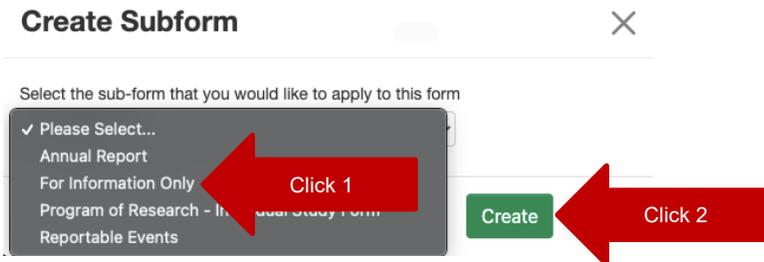
3. Make sure that the application you wish to update is highlighted in grey in the **Project tree**. You can only create a For Information Only form after the original application has been cleared. However, unlike Amendment forms, you can create many For Information Only forms at a time. This will not always be necessary, but some larger research studies have such a need. These forms can also be submitted before the other one is cleared.



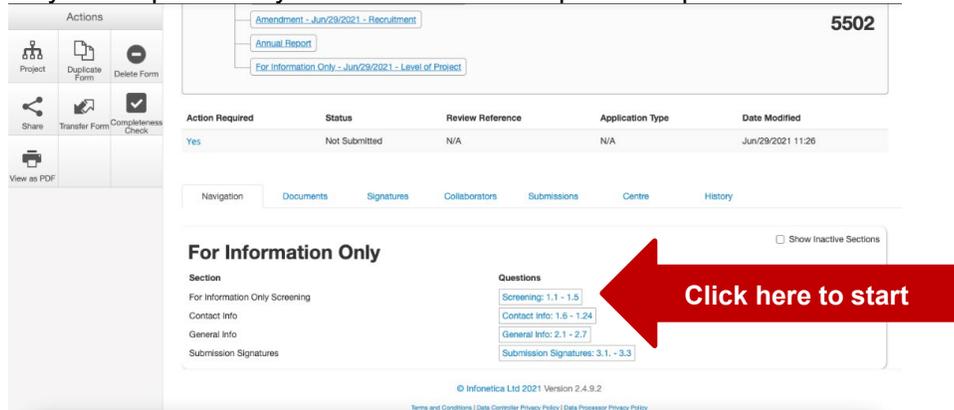
4. Click on **Create Sub-form** from the **Actions Toolbar**.



5. Select **For Information Only** or **Transfer For Information Only** (Click 1) from the drop down menu and click **Create** (Click 2).



6. Complete the application. Move through the application using the 'next' and 'previous' buttons in the 'Action' sidebar or at the bottom of the screen. If there are documents to upload you will be prompted only if the questions you select asked for uploads. Upload documents in PDF only.



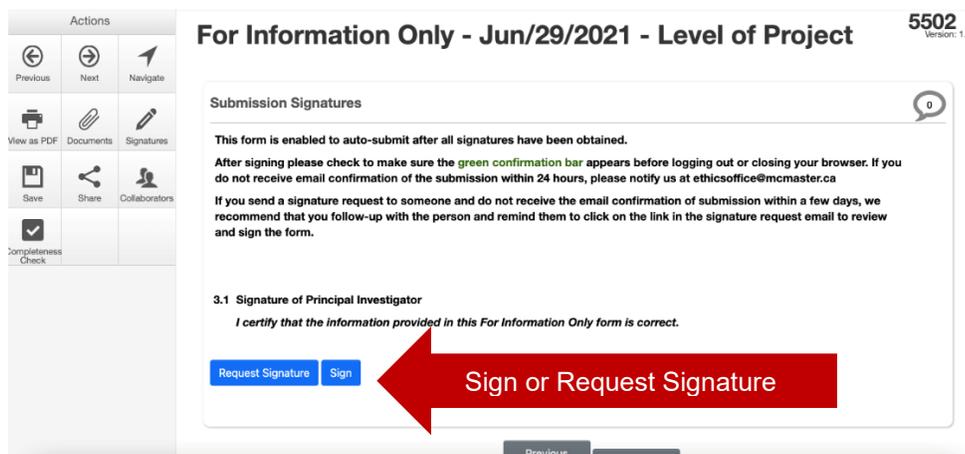
7. Sign and Submit

Once you have completed all the required questions for your application you can then check to ensure that your project is complete by clicking the **Completeness Check** tile in the **Actions Toolbar**. **Completeness Check** will outline mandatory sections that have been missed.

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.
- 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 McMaster Email Address (associated with the MacREM account) and click Sign. The PI must have a MacID. You will have room to leave a comment if necessary.
- c) If you are the McMaster co-investigator (faculty or staff), and the PI has delegated signing authority to you, then you can sign the application by clicking the blue Sign button on the last page of the application.
- d) If you are an external student investigator and this is your project, you will have to request the signature of your Supervisor. External supervisors will need to obtain a MacID in order to sign the form. Please contact the Research Ethics Office at ethicsoffice@mcmaster.ca or ext. 23142.

***NOTE:** Once Signed the application is enabled to be automatically submitted.



The screenshot shows a web form titled "For Information Only - Jun/29/2021 - Level of Project" with version 5502. The form is for "Submission Signatures" and contains the following text:

This form is enabled to auto-submit after all signatures have been obtained.

After signing please check to make sure the green confirmation bar appears before logging out or closing your browser. If you do not receive email confirmation of the submission within 24 hours, please notify us at ethicsoffice@mcmaster.ca

If you send a signature request to someone and do not receive the email confirmation of submission within a few days, we recommend that you follow-up with the person and remind them to click on the link in the signature request email to review and sign the form.

3.1 Signature of Principal Investigator
I certify that the information provided in this For Information Only form is correct.

At the bottom of the form, there are two buttons: "Request Signature" and "Sign". A large red arrow points from the right towards these buttons with the text "Sign or Request Signature".

In the left-hand "Actions" toolbar, the "Completeness Check" tile is checked.

You will receive a system notification and an automatic email acknowledging receipt of the For Information Only application. You can also check the Status of the form by going back to the Project Tree and clicking on this For Information Only/Transfer Information Only subform. If the Action Required says "No" then the form has been submitted. If the Action Required says "Yes" then the form is likely awaiting a signature request. It is always a good idea to send a direct email to an investigator if you have requested their signature.

Questions?

T. 905-525-9140 ext. 23142

E. ethicsoffice@mcmaster.ca