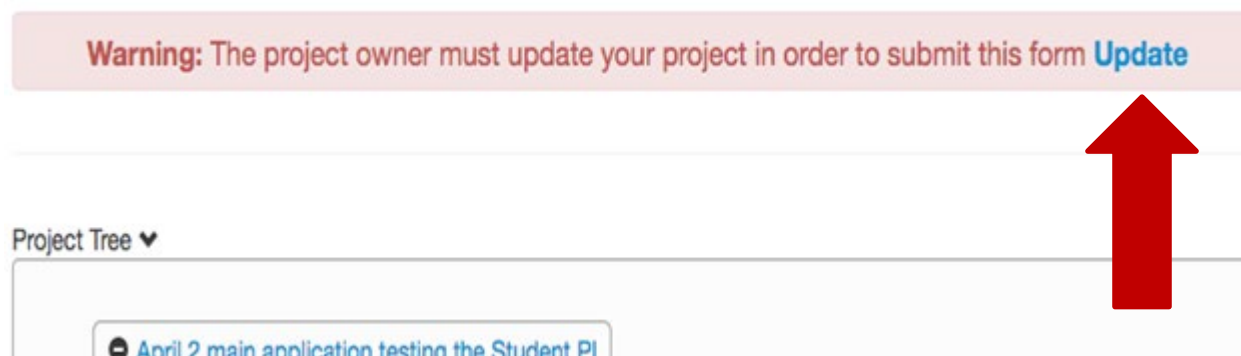


QuickGuide: How to Update a Form

This is an example of an update message you will see when you login to MacREM after an Update. Please note that only project owners can update forms. Project owners are the applicants who initially created the project.



If you don't know, or to establish that you are the Project Owner, click the blue **Update** word in the above warning message. If you are the Project Owner, the form will update. Another way to find the project owner on a project is to open the project and click on the **Collaborators** Tile. If the person listed as the Project Owner is no longer part of the project team, please contact ethicsoffice@mcmaster.ca to Transfer the project to a new Project Owner. You and/or your team will not be able to proceed with changes and submissions until the project is Updated.

If you were recently working on an application and had requested a signature, you may need to update the forms and request the signature again. That is, any signed or signature requested unsubmitted forms need to be signed again after a new update. Submitted forms don't have to be signed again.

Questions?

T. 905-525-9140 ext. 23142

E. ethicsoffice@mcmaster.ca

McMasterREM (Applicant)

Online User Guide: Updating a Form (January 2022)