Outlook

NOTICE OF UPCOMING MACREM UPDATE TO VERSION V1.5 – Wednesday, July 29th

From Henderson, Karen <khender@mcmaster.ca>
Date Mon 7/27/2026 10:13 AM

Hello MacREM Users,

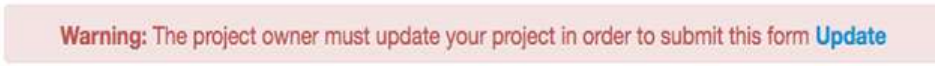
You are receiving this email as a registered user on the McMaster Research Ethics Board's MacREM system.

*****MACREM VERSION V1.5 UPDATE*****

Attention: PROJECT OWNERS

The following banner will appear at the top of your project(s) and you will be required to update each project before you can submit sub-forms (Annual Reports, Amendments, For Information Only, POR-IS).

If you are the Project Owner, Update will appear in blue font in the banner, and you can simply click the word "Update" to update the Project in a matter of seconds. The Project Owner is the person who is listed as "Applicant" on the Project and is usually the person who initially created the Project in MacREM, unless the Project was Transferred to another MacREM user.





If Update does not appear in blue font, then you are not the Project Owner.

You will need to either ask the Project Owner to Update the Project or have the Project Ownership Transferred to you in MacREM, e.g., when the Project Owner is a student or research team member who is no longer at the university.

The Research Ethics Officer can assist in Transferring Project Ownership - mreb@mcmaster.ca

If you were in the midst of preparing an Application form or Sub-form for submission, the update may reformat some of the questions and you will need to review the form to ensure all questions are answered correctly, and all documents are still uploaded before submitting. The update details below will give you an idea of which forms were reformatted and will need special attention when submitting.

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 may need to be signed again after a new update. Submitted forms don't have to be signed again.

Version V1.5 to be published on July 29, 2026, details:

Standard Application
General rewording, formatting, and addition of links.

Questions that will need to be reviewed due to substantial reformatting:
Question 3.5 start date – now has a date range restriction to account for the REB review process
Question 10.1 - more guidance provided for describing recruitment process
Question 11.1 - more guidance provided for describing methodology
Question 14.5 - change to circumstances under which "yes" should be checked
Question 15.3 – merged the old 15.3.1-15.3.3 to minimize duplicate responses
Question 15.11.1 - merged the old 15.11.1 - 15.11.3 to minimize duplicate responses

External Application
Question 17.7 has been revised to capture more detail specific to McMaster University involvement.

Note: If currently working on Sec. 15 of an application, you may want to save your responses to 15.3.1-15.3.3 and 15.11.1-15.11.3 to a Word document, in case the update happens before you submit the application. Then you will have the information ready to enter in the new, merged, questions.

Thank you,

Karen Henderson | Research Ethics Officer (she/her)

McMaster REB Ethics Office
Research Office for Administration, Development and Support (ROADS)

ROADS On Campus Service Hours:
10:00am to 3:30pm Monday through Thursday
I am on campus on Thursdays.
Please use the email address or phone extension below to book an appointment.

location: Gilmour Hall, 305-F
phone: 905.525.9140 ext. 23142
email: khender@mcmaster.ca

