NOTIFICATION OF MACREM UPDATE TO VERSION V1.4 – Wednesday August 23, 2023

You are receiving this email as a registered user on the McMaster Research Ethics Board's MacREM system.
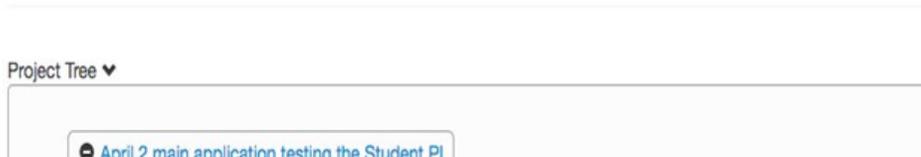
MACREM VERSION V1.4 UPDATE

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 <u>does not appear</u> 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 V1.4 published on August 23, 2023, update details:

MREB Standard Application – Section 9 Participants:

- Specifically in this update, questions 9.1 and 9.2 in the standard application, on participants, will be combined into one question. If you are working on an application (new or revisions) when the update occurs, please revisit question 9.1 to make sure all requested information is included.

MREB Standard Application/Course Application/External Application and Conditional Release of Funds:

- Minor revisions, primarily to provide clarification to wording on questions, help text and instructions.
- TCPS2 links have been updated to the 2022 version of the policy.
- MREB "Secretariat" has been replaced with "Ethics Office", and ethicsoffice@mcmaster.ca has been replaced with mreb@mcmaster.ca. Both email addresses will still work.

POR-IS subform/Transfer POR-IS subform:

- Question 3.1 has been split into sub-questions to allow more details for review.
- Researchers are now asked to upload all documents for the Individual Study, not just new or revised documents.

Annual Report/Transfer Annual Report:

- Has been renamed "Annual Project Status" form to add more clarity to the purpose of the form.
- Questions 1.15 and 1.16 have been revised to make project status clearer for the REB to decide whether to mark a project as "Complete" or "Renewed".

Although this update will have very little impact on applications in progress, please review your application to ensure all questions are answered correctly and documents are uploaded before signing and submitting.

You can sign into MacREM here using your MacID: https://macrem.mcmaster.ca/