

MacREM Reviewer QuickGuide

Activate Your Account


To activate your MacREM account, go to the Applicant login page: <https://macrem.mcmaster.ca> and click the big orange login button to enter your McMaster email address and password. Once you have logged in successfully, notify the ethics office so that we can assign you as a reviewer to a committee. Once we assign you as a Reviewer, you will have access to the Reviewer/Admin side of MacREM.


*Note that the [Reviewer/Chair login](#) is different than the [Applicant log in](#).

Accessing Assigned Applications





When you are assigned as a Reviewer to an application, MacREM sends an automatic email notification like the one below. Remember to check your spam/junk mail folder if you are not receiving these email notifications.

SREC New Ethics Review 6782





donotreply@infonetica.net
To: Henderson, Karen; Gervais, Nicole; Kornal Hanif; MacREM; Caric, Nikola; sysadmin@infonetica.net; Chieza, Lisungu

 Reply
  Reply All
  Forward
 

Wed 2023-12-13 3:37 PM

Caution: External email.

December 13 2023

Review Reference: 6782

Dear HASSREC Reviewer:

For research ethics review, you have been assigned this application:

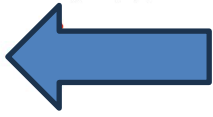
There are two ways to access the application for review.

The first and most direct is to click on the link in the email.

For research ethics review, you have been assigned this application:

Project Title:
Principal Investigator:
Applicant:
Student Investigator:
Supervisor:
Committee: HASSREC

Please keep in mind that the MREB asks that all reviews be returned in a maximum of 7 business days. If you think that you will be unable to complete this review on time, or have a conflict of interest, please contact me as soon as possible at ethicsoffice@mcmaster.ca 905-525-9140 ext. 23142. Your prompt action will be greatly appreciated by the researchers who are very eager to know the outcome of the review process so they can meet their deadlines.

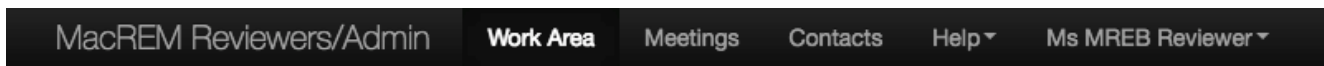
Please click here to access the application: <https://macremreview.mcmaster.ca/Timeline/Index/18416> 

Thanks!
McMaster Research Ethics Board

The link will take you directly to the **Timeline View** of the application in MacREM.

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However, should the link not work for some reason, you can access the application by logging into the [MacREM Review](#) side which will open to your Work Area. The Work Area is your home page, where you will find all current pending notifications and new projects for review.



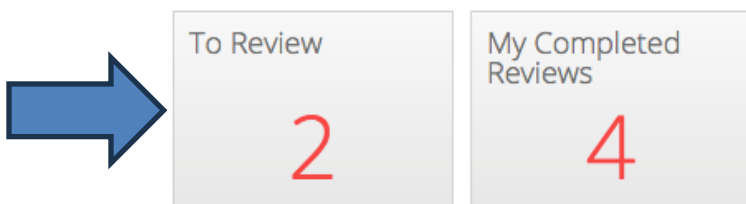
Work Area

General

Notifications 64	Meetings 0	Contacts 0	Reports 1
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MREB ▾

My MREB Reviews ▴



There should be a number Under “My MREB Reviews” in the ‘To Review’ tile which means you have a study ready for your review. Clicking the ‘To Review’ tile will take you to a list of applications awaiting your review as seen in the picture below.

Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Review Committee	Review Date Received	Assigned Reviewer Full Name
✓ 2018-0201	201	Subjugation of the Subaltern (TEST APP) - DuplicateX3	Mr	Michael	Wilson	Assigned to MREB Reviewers	MREB	Apr/17/2018 16:44	Ms MREB Reviewer

Click anywhere in the yellow area to open the application requiring review.

You will be taken to the **Timeline View** (as can be seen by the Timeline tab circled in black in the illustration below).

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REMEMBER that you need to be in the **Timeline View** in order to ‘**Review Application**’ and ‘**Submit Review**’.

The screenshot shows the MacREM Reviewers/Admin interface. On the left, there is a sidebar with a 'Work Area' section containing 'Actions'. A blue arrow points to the 'Review Application' button, which is circled in blue. Below this, there are buttons for 'Local Review Notice', 'Local Reviewer Email Temp', and 'Ready For Advisor'. At the bottom of the sidebar, there are buttons for 'Revisions Checked' and 'Submit MREB Review'. On the right, the main content area displays project information for 'Course Application for Ethics Training'. Below this, there is a table with project details. At the bottom, there is a navigation bar with tabs: 'Timeline', 'Project', 'Documents', 'Data', 'Contacts', and 'Time KPIs'. The 'Documents' tab is circled in red.

Reviewing Assigned Applications












To review the application, click ‘**Review Application**’ in the action toolbar with the magnifying glass on the left-hand side of the screen (as seen in the illustration above).

If you would rather review a specific document first (e.g., the Letter of Information), you can click on the ‘**Documents**’ tab (as circled in red in the illustration above).

Begin with Section 1. Screening by clicking the hyperlinked questions on the right side.

The screenshot shows the MacREM Reviewers/Admin interface. On the left, there is a sidebar with a 'Work Area' section containing 'Actions'. Below this, there are buttons for 'Timeline', 'View as PDF', and 'Documents'. At the bottom of the sidebar, there are buttons for 'Panel Comments', 'Changes', and 'Form Comments'. On the right, the main content area displays the 'MREB Application Form - - -'. Below this, there is a table with project details. At the bottom, there is a navigation bar with tabs: 'Timeline', 'Project', 'Documents', 'Data', 'Contacts', and 'Time KPIs'. The 'Documents' tab is circled in red. On the right side of the 'MREB Application Form', there is a 'Questions' section with a list of hyperlinked questions. A blue arrow points to the 'Screening: 1.1 - 1.6' link.

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Work Area >		
Actions ▾		
 Previous	 Next	 Navigate
 Timeline	 View as PDF	 Documents
 Panel Comments	 Changes	 Form Comments
 New Comment		


When you are in the application, you can navigate it by using the **'Previous'** and **'Next'** buttons.

Clicking the **'Navigate'** tile will allow you to jump between sections of the application form.

Clicking **'Timeline'** will bring you back to the Timeline View.

Adding Panel Comments

1. To make a comment about a specific question, click the 'New Comment' tile to the left of the screen.
2. Select the question on which you wish to make a comment by clicking it (as shown in the illustration below).
3. Enter your comment in the Comment box and click Save (as shown in the last picture on this page below).



MacREM Reviewers/Admin Work Area Meetings Contacts Help Ms MREB Reviewer

Select a question to comment on

Project Id: 205 Version: V0.1

Choosing the correct Research Ethics Board - MREB or HIREB

Are you a faculty member, a staff member, or a student in the Faculty of Health Sciences, &/or are you conducting research at Hamilton Health Sciences & St. Joseph's Healthcare, or its affiliated sites and programmes?

☐ Yes
☒ No

What kind of project do you wish to create?

MREB project


Is this a graduate or undergraduate student project? If so, the Faculty Supervisor's contact information will be requested and the Faculty Supervisor must sign the application prior to submission.

☒ Yes
☐ No

Add Comment

Question Title Principal Investigator Contact Information:

Comment



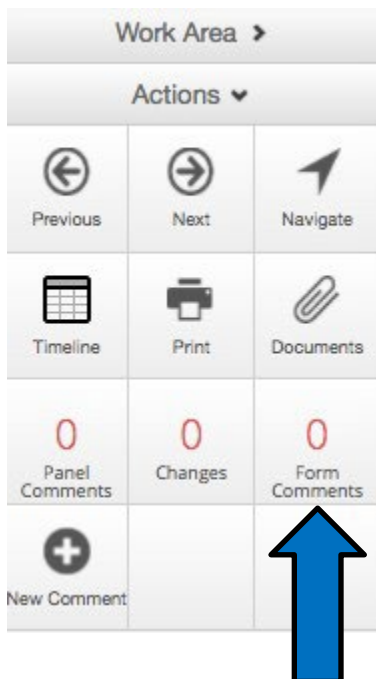
Cancel

Save

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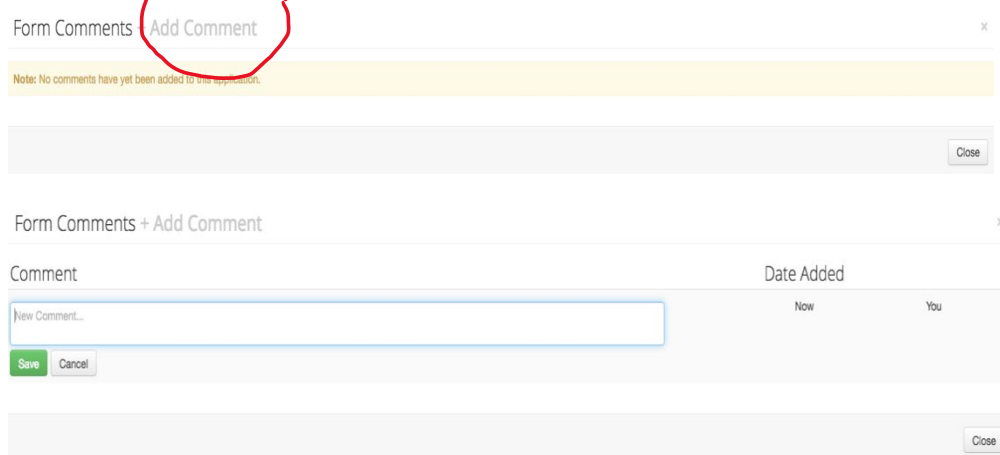
Making Form Comments

A Form Comment applies to the application as a whole. It can be made to let the Chair know that you have no ethical concerns about an application, or for suggesting that researchers review the whole application and supporting documents for typos, grammar, consistency and/or readability. You can also use a Form Comment to provide positive feedback to the overall application.



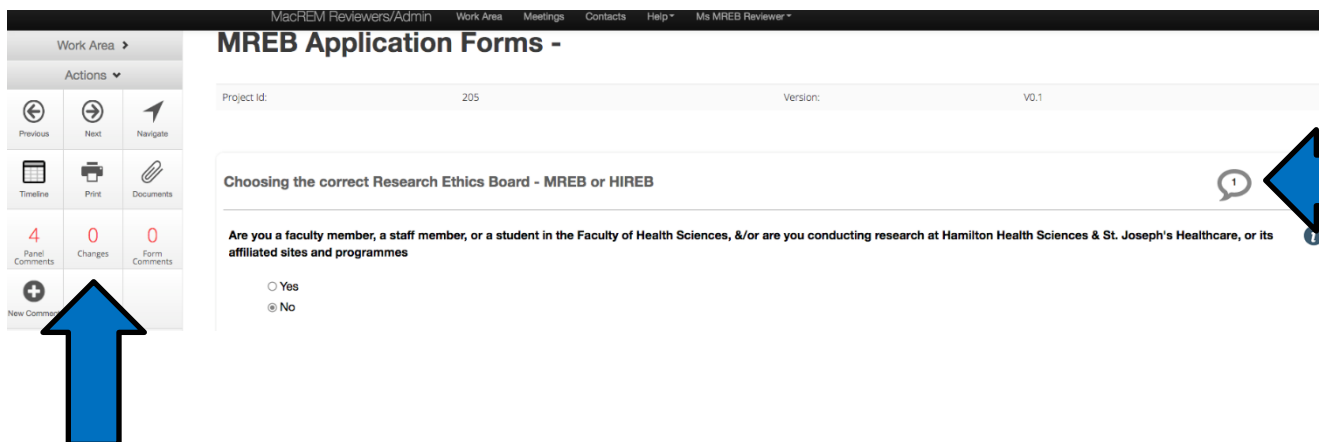
To make a comment about the application as a whole, click '**Form Comments**' on the action toolbar on the left.

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



Editing Comments

You can edit both Form Comments and Panel Comments by clicking on the '**Panel Comments**' or '**Form Comments**' tiles on the left of the screen. You can also edit '**Panel Comments**' by clicking on the speech bubble in the section where you made the comment.



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Click '**Edit**' beside the comment you wish to change. Remember to click '**Save**' to save your changes.

Comments

Current			Previous	History
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



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

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

Update Comment

Question Title Principal Investigator Contact Information:

Comment



[Delete](#)

[Cancel](#)

[Save](#)

Remember to 'Submit your Review'

To submit the review, remember to return to the '**Timeline**' view which you can access by clicking the '**Timeline**' button (calendar icon) on the left of the screen.



MacREM Reviewers/Admin
Work Area
Meetings
Cor

Work Area ▼

Home
7
2

MREB Full Board
0
2

Actions ▼

Previous
Next
Navigate

Timeline
Print
Documents

Panel Comments
5
0
1

New Comment

MREB Application Forms -

Project Id: 205

Level of Project

What is the level of your research project? (Check all that may apply)

- ☒ Faculty Research
- ☐ Post-Doctoral
- ☐ Ph.D.
- ☐ Staff/Administration
- ☒ Master's (Major Research Paper - MRP)
- ☐ Masters (Thesis)
- ☐ Undergraduate Honour's Thesis
- ☐ Undergraduate (Independent Research)
- ☐ Other

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Once in **Timeline view** you will be able to see the **Submit Review** button (checkmark icon) on the left.

MacREM Reviewers/Admin Work Area

Work Area

Home Notifications Meetings

MREB Full Board To Review

Actions

Form Submissions Project Submissions Panel Comments

Form Comments Recusal Review Application

Submit MREB Review

Project Id: 0205

Current Committee: MREB

Application Type: MREB Applica

Clock Status: Start (20/30) c

Conflicted Users: None

Clicking **Submit MREB Review** will take you to the following screen.

Submit MREB Review

Action Date: Now

Timeline Notes:

Submit MREB Review Close

When you click the green '**Submit MREB Review**', your review will be sent.

Confirming Review Submitted

You should receive an email acknowledgment that your review has been submitted. The review will remain in the '**To Review**' tile until the other reviewer has submitted their review and the application is moved to the Chair.

To verify that you have submitted a review, your **Notifications** tile count will increment by one with a system notification that your review has been submitted, as in the illustration below:

Notifications

Search

Start End

Display 100 notifications

Please note that only the specified number of notifications will show after searching.

Search

	Message	Attachments	Reference	Committee	Date	
<input checked="" type="checkbox"/>	A review has been submitted.	None	2018-0264	MREB	Jul/17/2018	✕
<input checked="" type="checkbox"/>	You are assigned to this review.	None	2018-0265	MREB	Jul/16/2018	✕

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Chair Letter of Revisions


You are able to see how the review is sent to the researchers. When a Chair sends a revision letter to the researcher, you will receive a system notification and be blind copied on an email that you can access in the Notification tile called “**Changes Requested**”. It will indicate a paper clip which is a PDF letter of the review. When you click on it, it will open the PDF.

Notifications

Search

Start End

Display 100 notifications
Please note that only the specified number of notifications will show after searching.

<input type="checkbox"/>	Message	Attachments	Reference	Committee	Date
<input checked="" type="checkbox"/>	You are assigned to this review.	None	2018-0265	MREB	Jul/16/2018
<input checked="" type="checkbox"/>	You are assigned to this review.	None	2018-0265	MREB	Jul/13/2018
<input checked="" type="checkbox"/>	You have been assigned to the following application	None	2018-0264	MREB	Jul/13/2018
<input checked="" type="checkbox"/>	You have been assigned to the following application	None	2018-0260	MREB	Jul/12/2018
<input checked="" type="checkbox"/>	You have been assigned to the following application	None	2018-0245	MREB	Jul/12/2018
<input checked="" type="checkbox"/>	The following submission reviewer types were assigned to you: Reviewer1.	None	2018-0245	MREB	Jul/12/2018
<input checked="" type="checkbox"/>	Changes requested.		2018-0238	MREB	Jul/10/2018

Once the Chair has cleared the application that you reviewed, it will move to the ‘My Cleared Reviews’ tile if you want to see the final panel comments that were made.

Writing Panel Comments Best Practices

The MREB Chairs highly recommend writing panel comments as if you were directly addressing the researchers, or how your comments would directly appear on the application. Please identify the specific issue or content with which there is a concern and explain why it is a concern. Avoid use of “personalized” comments such as “I recommend” or “To me this implies” (unless the comment is directed to the Chair, e.g. “I think this data may actually be identifiable, but I’m not positive, so flagging it for the Chair to confirm”).

Additionally, it is helpful for the Chair if you specify if the comment is a “major concern” - a critical ethical issue that negatively impacts participants and needs to be addressed for the study to proceed. Likewise, specifying if the comment is a “collegial comment” lets the Chair know that it is something that could improve the study, but is not an issue that has to be addressed by the researcher for ethics clearance. All other comments will be assumed to be in the “minor concern” category, so it is not necessary to preface minor concerns.

Starting the comment with “major concern” or “collegial comment” will flag it for the Chair, and often could be left in when the comment is sent to the researchers. For example;

“Major Concern: The researchers propose to withhold the bonus marks from students if they withdraw. This is contrary to the TCPS interpretation on incentives for students.”

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“Collegial Comment: Consider adding standardized questionnaire X, as it is commonly used in this area of investigation and has been validated.”

Conflict of Interest

There is a **Recusal** button for Conflict of Interest that is available to the MacREM Administrator. You should contact the ethics office if you think that you need to remove yourself from a review. The ethics office will discuss with you whether or not you have a “manageable” conflict of interest or if you should just not do the review.

Confidential Review Comments

In the MacREM system reviewers know which other reviewers are assigned to the protocol and know who made which panel and form comments during the initial review process. In this way it is like being at an REB meeting and sharing comments on the ethics application.

However, there may be a rare case when you want to make a comment or raise a concern and do not want other reviewers to see that it came from you. If that happens, please send your comment via email to mreb@mcmaster.ca and when the Chair is assigned to the application the ethics staff will send your comment directly to the Chair to consider. If the comment is included in the feedback, then it will be entered into MacREM by the Chair.

If you have any questions

You can reach out at any time to the ethics staff for training on MacREM or with questions or concerns about an application.

If you have suggestions on how the review system can be improved or a critique on the usability of the system, please let the ethics office know.