

# 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.



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:** U...  
**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](mailto: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.

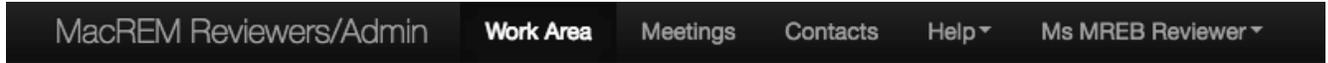
Please click here to access the application: <https://macremreview.mcmaster.ca/Timeline/Index/18416>

Thanks!  
McMaster Research Ethics Board

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

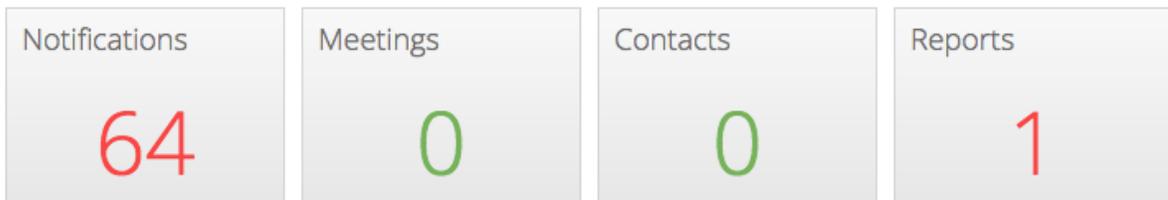
## MacREM Reviewer QuickGuide

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.



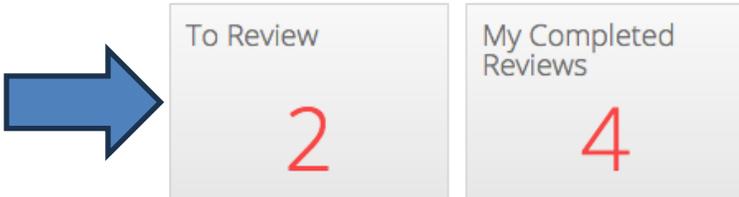
# Work Area

## General



## 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).

### MacREM Reviewer QuickGuide

**\*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. At the top, there is a navigation bar with 'MacREM Reviewers/Admin', 'Work Area', 'Meetings', 'Contacts', 'Reports', 'Help', 'Settings', and 'Ms. Karen Louise Henderson'. Below this is a 'Work Area' sidebar with 'Actions' including: 1 Form Submissions, 0 Project Submissions, 6 Panel Comments, 1 Form Comments, Assign MREB Reviewers, Back to Triage, Review Application (circled in blue with a blue arrow), Advisor Ready Chair, Local Review Notice, Local Reviewer Email Temp, Ready For Advisor, Revisions Checked, and Submit MREB Review. The main content area shows 'Project Title: Course Application for Ethics Training', 'Form Reference: MREB Application Form - - -', 'Review Reference: 5573', and 'Review Submission Version: 1'. Below this is a table with project details: Project Id: 5573, Applicant Name: Ms Katerina Fraggoulis, Current Committee: Default Committee, Current Status: Assigned to MREB Reviewers, Application Type: Course Application, Meeting: Unassigned, Clock Status: Start (-862/30) days remaining, Assigned Reviewers: Mr. Nikola Caric (Reviewer1), Ms. Karen Louise Henderson (Reviewer2), Conflicted Users: Student Komal Hanif, and Centre: McMaster University. At the bottom, there is a navigation bar with 'Timeline' (circled in black), 'Project', 'Documents' (circled in red), 'Data', 'Contacts', and 'Time KPIs'.

### Reviewing Assigned Applications

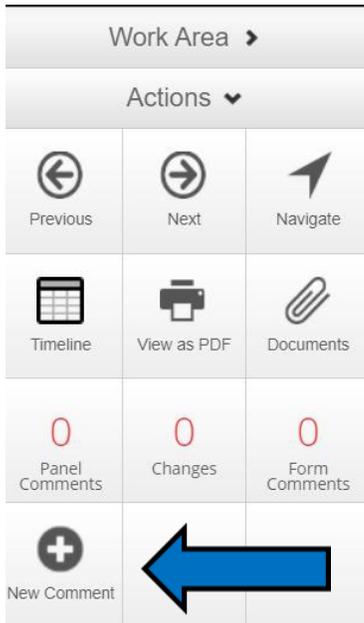
To review the application, click **‘Review Application’** in the action toolbar with the magnifying glass on the left-hand side of the screen (as seen in the illustration above).

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 in 'Documents' view. The top navigation bar is the same as in the previous screenshot. The main content area shows 'Review Reference: 5573' and a table with 'Project Id: 5573' and 'Version: 1.2'. Below this is a section titled 'MREB Application Form - - -'. On the left, there is a list of sections: Section 1. Screening, Section 3. General Information, Section 4. Funding, Section 18. Additional Information, Section 21. Course Applications for Instructors, Section 22: Course Instructions & Documents, and Section 23: Course Instructor Signature and Assurances. On the right, there is a list of questions: Screening: 1.1 - 1.6, General Information: 3.1 - 3.6, Funding: 4.1 - 4.7, Additional Information: 18.1 - 18.7, Course Contact & General Info: 21.1 - 21.11, Course Instructions: 22.1 - 22.25, and Signature: 23.1 - 23.2. A blue arrow points to the 'Screening: 1.1 - 1.6' link.

### MacREM Reviewer QuickGuide



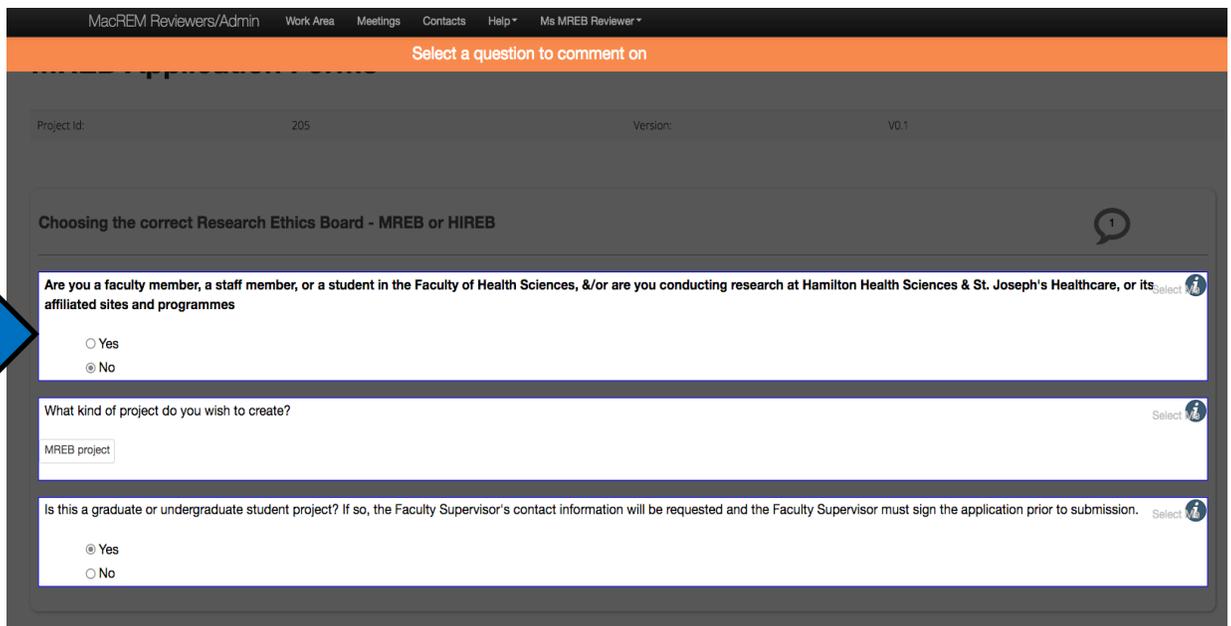
When you are in the application, you can navigate it by using the **‘Previous’** and **‘Next’** buttons.

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).



### Add Comment

Question Title Principal Investigator Contact Information:

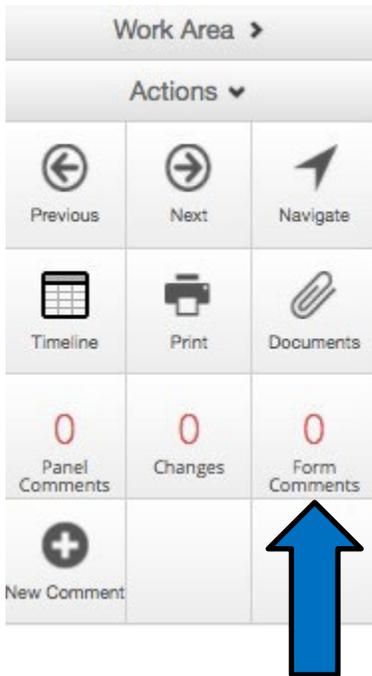
Comment

Cancel Save

## MacREM Reviewer QuickGuide

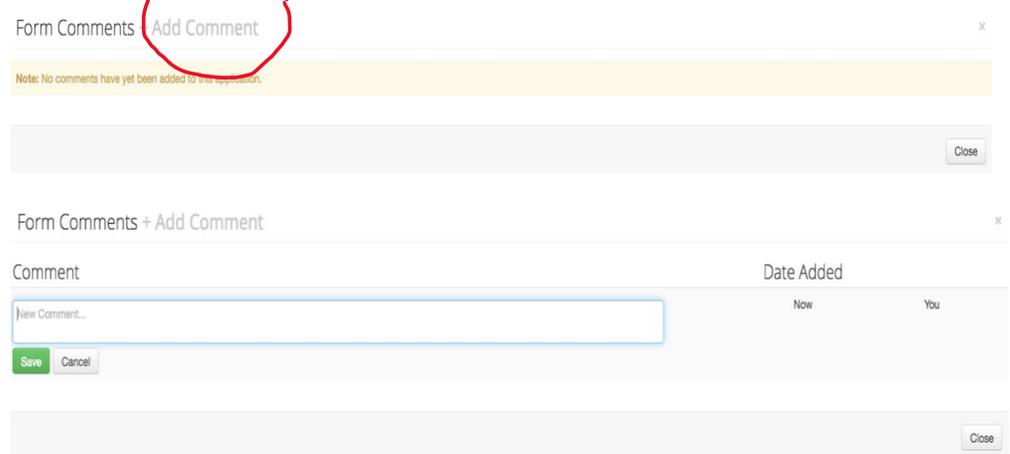
### Making Form Comments

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.



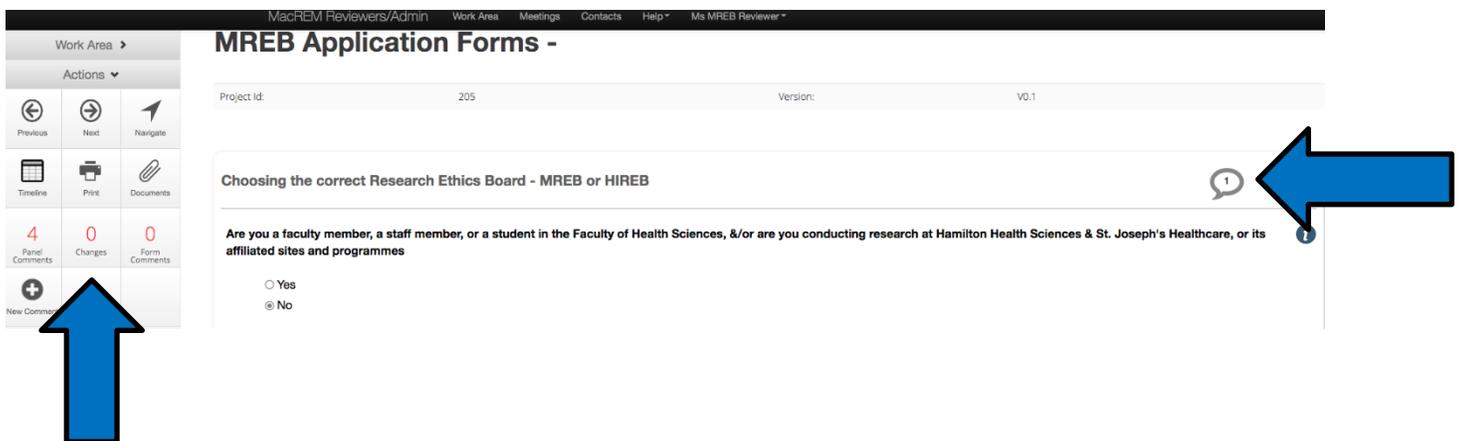
To make a comment about the application as a whole, click **'Form Comments'** on the action toolbar on the left.

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.



### MacREM Reviewer QuickGuide

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		<b>Edit</b>

Close



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 Notifications	2 Meetings
0 MREB Full Board	2 To Review	

Actions

Previous	Next	Navigate
<b>Timeline</b>	Print	Documents
5 Panel Comments	0 Changes	1 Form Comments
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

## MacREM Reviewer QuickGuide

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: 7
- Meetings: 2
- MREB Full Board: 0
- To Review: 2

Actions ▾

- Form Submissions: 0
- Project Submissions: 3
- Panel Comments: 5
- Form Comments: 1
- Recusal
- Review Application
- Submit MREB Review (with checkmark icon and blue arrow)

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.

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

## MacREM Reviewer QuickGuide

### 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.”

## MacREM Reviewer QuickGuide

“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](mailto: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.