



UBC Okanagan Behavioural Research Ethics Board

UBC Okanagan BREB

Human Ethics Applications: Submitting Applications and The Review Process

Here are instructions for submitting your application for BREB approval:

1. Determine if your study requires BREB review and approval. There are three ways to determine this:
 - Consult the [checklist](#)
 - Consult the [TCPS](#)
 - Contact the [BREB administrator](#) with the Office of Research Services
 - If in doubt, please ask!
2. Complete the application in RISE. There are several resources to help you do this:
 - [BREB Guidance Notes](#) for the Application
 - [BREB Form and Guidance notes](#)
 - The Help tab in RISE (found in the upper left corner after you log into RISE). This is a great resource as it walks you through the application step by step, section by section.
 - The BREB administrator with the Office of Research Services
3. When you have finished your application it is submitted first to your department for Department Review and approval. There may be changes requested at this stage. Allow 1-3 days for this step.
4. After it has received department approval, it is submitted to the BREB administrator who will assign it for review.
5. The review process can take 7-10 days depending on a number of factors.
6. Once the review is complete, you will receive a notice from RISE stating that your application has been approved or that provisos/changes have been issued and need to be addressed.

Checklist for Reviewing Human Ethics Applications

Here are some items to watch for when completing your application.

- Grammar and spelling errors addressed
- Each question is adequately addressed
- Current UBC logo, *UBC A Place of Mind*, appears on all public documents including, but not limited to:
 - Consent form(s)
 - Assent form(s)
 - Questionnaire(s)
 - Letter(s) of initial contact
- Consent Form** – Concerns for rights of research subjects:
Since this must appear in the Consent, please check that the contact information is correct:
If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, you may contact the Research Participant Complaint Line in the UBC Office of Research Services at 1-877-822-8598 or the UBC Okanagan Research Services Office at 250-807-8832. It is also possible to contact the Research Participant Complaint Line by email (RSIL@ors.ubc.ca).
- Check for consistency regarding stated timelines/dates/number of individuals to be recruited, etc.
- Section 2.3 Research Funding Application/Award:**
If there is funding associated with the study, ensure that the FAS number (Funding Application Summary number), title, and funding source appear in this section.
- Section 4.1 Review Board:**
Check that UBC Okanagan BREB is selected. This is important: If the UBC BREB is selected, the application is sent to Vancouver for review, resulting in a delay in the review process.
- Section 8.5 Retention and Destruction of Data:**
Ensure that it adheres to BREB Guidance notes 8.4; "data should be stored for at least 5 years after publication within a UBC facility, but may be retained for a longer period provided that they are stored securely."
- Section 9 Documentation:**
 - Check that there are files attached; at the minimum there should be a Consent Form
 - Check that the attached files open

Other Tips:

There is a Help section on the RISE site which contains a User Guide for Department Heads. This Guide includes an *Introduction to RISE for Department Heads* and *How to Review New Applications*.

If the application needs full board review please make sure you submit it for department review 3 days prior to the deadline to ensure it is reviewed and approved in time to be placed on the agenda.

Minimal risk (low risk) studies qualify for expedited review. There are no deadlines and are reviewed on an on-going basis.

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