



UBC Okanagan Behavioural Research Ethics Board

UBC Okanagan BREB

10 More Tips for a Successful BREB Application

1. Remember to consult the guidance notes and sample forms:

<http://www.research.ubc.ca/ore/breb-forms-guidance-notes>

2. As a reminder, please keep in mind that while students are encouraged to assist in the writing and revising of BREB applications, **it is imperative that the PI (supervising faculty) is aware of all provisos issued by the BREB.** Please ensure that the PI of the study has reviewed the set of provisos and the associated revisions.

3. Due to the introduction of the new UBC Survey Tool, FluidSurveys/Survey Monkey, and the recent migration of several FluidSurveys accounts over to the UBC Survey Tool, the REB requests your cooperation in specifying which survey tool is being used as it has implications on the information that is required in the application and consent form(s).

If you are using this survey tool, please state clearly in Section 8.1 of the application if it is the **UBC Survey Tool FluidSurveys/Survey Monkey OR FluidSurveys (non-UBC).**

If you are using the **UBC Survey Tool, FluidSurveys/SurveyMonkey**, since it is a Canadian-hosted survey solution complying with the BC Freedom of Information and Protection of Privacy Act and all data is stored and backed up in Canada, there is no need to include the disclaimer in the consent form about data being hosted in another country.

Recommended wording for the consent form: *This online questionnaire is administered by the UBC-hosted version of FluidSurveys/Survey Monkey. All data will be stored and backed up in Canada.*

If you are using the **non-UBC FluidSurveys**, as the data is stored in the US then this needs to be clearly stated, along with the implications concerning the US Patriot Act, in both Section 8.1 of the application and the consent form (as has always been required).

If you have not migrated over and would like to do so, here is the link: <https://it.ubc.ca/services/teaching-learning-tools/survey-tool>

4. Clarity: Explain the procedures as concretely and clearly as possible. The BREB needs to know what will happen to participants:

- Exactly how they will be recruited;
- Details of who will obtain consent, when and how;
- Exactly what participants are required to do.

5. Details: While there are sections in the application that are required sections (marked with a red asterisk *), please make sure to complete all relevant sections on the form, even if it isn't a required section. Be sure to provide enough detail, while at the same time balancing between providing too little detail and too much; don't make the reviewer through responses to find the necessary information.

Here are some common examples:

Section 5.4 Recruitment: Please provide a detailed description of method of recruitment - don't just state "by letter"

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5. Details (cont'd)

Section 4.4 Peer Review: “N/A” is not an appropriate response for this section. Please provide an explanation as to why a peer review has not been conducted. At a minimum, if the study is minimal risk, please indicate that because the research is considered to be minimal risk a peer review is not required. Another reason may be that the methodology is similar to those used in similar research in this field.

Section 6.2 Risks: “N/A” is not an appropriate response for this section. A better response would be something similar to ‘there are no known risks associated with this study that the participant wouldn’t be exposed to in everyday life. However, in the event that the questions asked cause the participant discomfort, they will be informed that they do not need to respond and will be given a list of resources’

6. Encrypt all devices used to store, access, disclose or transfer personal information including backups, working copies and any transmissions. You may wish to use UBC’s Encryption Services. For more information on data privacy and security see the Tip Sheet at www.breb.ok.ubc.ca

7. Recruitment: All recruitment advertisements MUST conform to the guidance notes. At a minimum, advertisements must include the following:

- an explicit indication that it is “a UBC study” (either stated, or the UBC logo),
- the official name (or the short name in RISE) of the study,
- the PI’s or a Co-I’s name and affiliation, and a contact number/email address/URL,
- if there is a RA involved in administering the study, their contact information should also be included.

Beyond that, researchers can include what they deem to be necessary and appropriate as long as it is true/honest, not ambiguous, not coercive, and the information is consistent with that provided in the consent form.

8. Looking to do a study involving multiple research universities and provincial health authorities in BC? Check out the information on the BCEHI Harmonization Initiative. <http://bcethics.ca/> or contact Lisa for more information as to how this process will help facilitate research.

If your research involves harmonized studies with IHA, please note that while this process will not affect your study, there are changes to the RISE application. Harmonized review will be indicated in Section 4.6 and then in Section F I (IHA is now available to select). The standard note in S 5.1 is no longer required.

9. Don’t forget about the first Tip Sheet which has ten other useful tips —available at breb.ok.ubc.ca

10. If you have questions, contact your friendly BREB Manager, Lisa Shearer at 250-807-8289, lisa.shearer@ubc.ca, or stop by the Office of Research Services—above Starbucks in FIP 326.

Useful Links

UBCO BREB

<http://breb.ok.ubc.ca>

BCEHI Harmonized Review Initiative

<http://bcethics.ca/>

GUIDANCE NOTES

<http://ethics.research.ubc.ca/ore/breb-forms-guidance-notes>

UBC Security Standards

<http://cio.ubc.ca/security-standards-home/information-security-policy-standards-and-resources>

UBC Survey Tool

<https://it.ubc.ca/services/teaching-learning-tools/survey-tool>