

## UBC Research Ethics Boards

### Guidance Notes on the Streamlined Process for:

UBC Family Practice Residents, UBC Dietetic Students (MND), Year 1 BC Pharmacy Residents, and UBC Summer Students Research Projects.

The following guidance is an interim clarification of the processes which are being changed in part due to Northern Health's new status as a TCPS2 compliant board. Research Ethics BC is working diligently on getting agreement from all of the relevant partners, to put into place a process for direct acceptance of the initial ethics review by all impacted parties. Institutional/operational approvals will still have to be obtained.

#### **Article 1: Background and Purpose**

In the past, UBC students/residents conducting research as part of their course requirements under the programs listed in [Table 1](#) have needed to obtain both Health Authority and UBC Research ethics approvals. UBC has entered into agreements with Fraser Health (FH), Interior Health (IH), Northern Health (NH) and Island Health (Island Health) Research Ethics Boards wherein such applications are submitted on the Provincial Research Ethics Platform [www.rise.ubc.ca](http://www.rise.ubc.ca). UBC will accept Health Authority Research Ethics Board's (REB) review for those studies.

The following guidance applies to the groups included in [Table 1](#)

**Table 1. Programs Included in this Guidance**

Year 1 BC Pharmacy Residents	UBC Dietetic Students (MND)
UBC Family Practice Residents (FPR)	UBC Faculty of Medicine Summer Student Research Program (FoM SSRP)

\*The above groups will be collectively referred to as "UBC Students /residents" in this document.

\*\*Please see [Description of programs](#).

#### **Article 2: Process for Research Projects under these Guidance Notes.**

##### **2.1: Initial Application Review Process at FH, IH, NH and Island Health**

If the project has already received approval prior to the resident or medical student joining the study team, please complete step #(v) onwards.

(i) The UBC student/resident completes a RISE application form via the Provincial Research Ethics Platform [www.rise.ubc.ca](http://www.rise.ubc.ca). Please also see link on How to Access RISE [here](#).

(ii) Application instructions:

a) Box 1.8: To assist the REB in identifying your study as a student/resident project, as part of this Guidance, the study nickname in the ethics application should include a **suffix** as outline below.

**Table 2. Study Title Suffix by Group**

<b>UBC Student/Resident Group</b>	<b>Box 1.8 Study Nickname + Suffix</b>
Year 1 BC Pharmacy Residents	Study nickname + “Pharmacy Residency Project”
UBC Family Practice Residents (FPR)	Study nickname + “Family Practice Resident Research Project”
Dietetic Students (MND)	Study nickname + “Dietetic Student Research project”
UBC Faculty of Medicine Summer Student Research Program (FoM SSRP)	Study nickname + “FoM SSRP”

b) Box 4.2A, add “UBC”

c) Box 4.2B, Please ensure the correct Health Authority sites are listed

d) Box 4.2D, For “UBC” site, please check off “Team member affiliation”

(ii) Informed consent letters/forms if any, should include the UBC and Health Authority logos on them. The complaint **contact information** should be that as required by the Health Authority.

(iv) The Health Authority REB will review the application, request revisions (Provisos) and issue a certificate of ethics approval in accordance with their usual practices.

(v) Post-approval activities (PAAs), such as project amendments, renewals, closure/termination, etc., should be submitted through [RISe](#). Note that an amendment must be submitted in RISe in order to add a new study team member.

**Note:** This Guidance and the review process applies **only** to groups listed in [Table 1](#), involving institutions with which UBC has Ethics Review Agreements (i.e. Fraser Health, Island Health, Northern Health and Interior Health).

**Note:** Research projects conducted within a BC Health Authority may also require operational/institutional approval(s). This process is individualized to each Health Authority and is not part of this streamlined ethics review process. Contact the appropriate Health Authority research office directly for more information.

**Note:** Projects classified as Quality Improvement, Quality Assessment and Program Evaluation are exempt from REB review and do not need to be submitted in RISE. Please contact the Health Authority Quality Improvement department or REB office for more details on what requirements are needed.

**Note:** FH does not permit a student/resident to act as the study principal investigator (PI), unless they are a Fraser Health employee or privileged physician. Preceptors acting as study PIs must become a Fraser Health-Affiliated Investigator, if not already affiliated with Fraser Health. Please visit the Fraser Health Website for more information. FH affiliation agreement may be required for research occurring within Fraser Health.

UBC also does not permit a student/resident to act as the study PI. Please have your supervisor or preceptor listed as the PI in your application. Exception: Year 1 pharmacy residents that are FH employees and conducting your study in **FH only**, then you may qualify for PI status as outlined in the above paragraph.

### **Article 3: Initial Application Review Process at a UBC-Affiliated Health Authority**

Vancouver Coastal Health, Providence Health Care, Children's and Women's Health Centres of BC, and the BC Cancer are UBC-affiliated REBs, therefore the UBC student/resident may conduct their research at multiple sites. The UBC student/resident would submit their application directly on UBC [RISe](#) and follow instructions in [Article 2](#). Every effort will be made by the UBC or UBC-affiliated REB to streamline the review.

### **Description of Programs under these Guidance Notes:**

**Dietetic Students (MND):** Masters of Nutrition and Dietetics students completing a research project as a part of their graduation requirements.

**Family Practice Resident (FPR):** Residents with the UBC Department of Family Practice completing a research project as part of their graduation requirements.

**Faculty of Medicine Summer Student Research Program (FoM SSRP):** MD and non-MD undergraduate students registered at UBC and awarded funding from the FoM SSRP program. Refer [here](#).

Please note that these guidelines do not cover students who apply for funding, but are not awarded funding under the FoM SSRP program. Additionally, these guidelines do not cover students undertaking research projects as part of other programs.

This guideline does NOT apply to ethics approval processes for ongoing research projects that only involve a FoM SSRP student for a short period. In all such cases, normal review and approval by a UBC-affiliated REB is required.

**Year 1 BC Pharmacy Residents:** Residents affiliated with the UBC Faculty of Pharmaceutical Sciences completing a research project as a part of their program requirement. Please note that Year 2 BC Pharmacy Resident are excluded from these guidance notes since Year 2 BC Pharmacy Residents do not have UBC affiliation.

## Definitions

**Research:** For the purposes of this Guidance, the term research means:

- i) Human research\* as per TCPS2 and applicable Institutional Policies; and
- ii) Research being conducted as part of course requirements of the groups listed in [Table 1](#) or funded FoM SSRP research projects; and
- iii) Conducted **exclusively** at the Health Authority whose Institutional REB reviews and approves the study.

**Exclusively at the Health Authority** means: Research that is conducted **only** on the sites of, and/or with the patients and staff, and/or with the records and resources of the Health Authority whose institutional REB approves the research. Exclusively at the Health Authority specifically **does not mean** research that is conducted **elsewhere**, or that is conducted **at a UBC-affiliated health authority**, or conducted at **both** a UBC-affiliated Health Authority and the other Health Authority.

**UBC-affiliated Health Authority:** Means any of Provincial Health Services Authority (i.e. BC Cancer or its sites; BC Children's & Women's Hospital or its affiliated sites); Providence Health Care; or Vancouver Coastal Health Authority.

## Website Information

[Interior Health Research Ethics Board](#)

[Fraser Health Research Ethics Board](#)

[Norther Health Research Ethics Board](#)

[UBC Office of Research Ethics](#)

[Island Health Research Ethics Board](#)

For questions about this process, please contact Elmira Chan, UBC at [Elmira.chan@ubc.ca](mailto:Elmira.chan@ubc.ca)