

UBC Research Ethics Boards

Guidance Notes on the Streamlined process for:

UBC Family Practice Residents, UBC Dietetic Student, UBC Pharmacy Residents,
and UBC Summer Medical Students Research Projects.

Article 1: Background and Purpose

In the past, students/residents conducting research as part of their course requirements under the programs listed in [Table 1](#) have needed to obtain both a Health Authority and a UBC ethical approval. UBC has entered into agreements with Fraser Health Authority (FHA), Interior Health Authority (IHA) and Island Health Authority (VIHA) wherein UBC will accept the Health Authority Research Ethics Board (REB) 's review and approval as the only ethical review and approval required for those studies. The process for students/residents conducting research in Northern Health is also included in this Guidance Note.

This means that for the groups included in [Table 1](#), those completing their program required research projects exclusively within a Health Authority named, will only be required to obtain approval from the applicable Health Authority REB for ethics review of these projects. Different processes apply depending upon which health authority is involved in the study.

Table 1 Programs Included in this Guidance

-UBC Dietetic Students	-UBC Pharmacy residents
-UBC Faculty of Medicine Summer Student Research Program (FoM SSRP)	-UBC Family Practice Residents (FPR)

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

**Please see [Description of programs](#) for SSRP requirements.

Article 2: Definitions

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

- i) Human research as per TCPS2 2014 and applicable Institutional Policies; and
- ii) Research as 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
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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 Agency or its sites; Children & Women’s Hospital or its affiliated sites); Providence Health Care; or Vancouver Coastal Health Authority.

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 and Interior Health. There is a separate process for students whose projects are being conducted at Northern Health (See Article [3.2](#)).

Note: Research projects conducted within a BC Health Authority may also be required to have organizational approval(s) to conduct research there. This process is individual to each Health Authority and is not part of this streamlined ethics review process. Contact the appropriate research office directly for more information.

Article 3: Process for research projects under these guidance notes.

3.1: Initial Application review process at FHA¹, IHA, NHA and VIHA

For FoM SSRP studies, If the project already has approval prior to the resident or medical student joining the study team, then please complete step #vi onwards.

(i) The UBC student/resident completes a RISE application form (including attachments) via the Provincial Research Ethics Platform <https://www.rise.ubc.ca/>. Please also see link on how to access RISE <https://www.rise.ubc.ca/accessing-rise>

(ii) Please ensure to have the correct Health Authority sites listed in Application, Box 4.2B.

(iii) To help the REB to identify your project as part of this Guidance. The study nickname in the ethics application Box 1.8 should include a **suffix** as outline below.

¹ FHA 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 become a Fraser Health Affiliated Investigator if not already affiliated with Fraser Health. Please visit the Fraser Health Website for more information: <https://www.fraserhealth.ca/employees/research-and-evaluation/get-involved-in-research/becoming-an-academic-affiliated-researcher#.W6F-u5ioup>

Table 2-Study Title Suffix by Group

UBC Student/Resident Group	Box 1.8 Study Nickname + Suffix
Dietetic students	Study nickname + “Dietetic Student research project”
FPR	Study nickname + “Family Practice Resident Research Project”
Pharmacy Residents	Study nickname + “Pharmacy Residency Project”
UBC Faculty of Medicine Summer Student Research Program (FoM SSRP)	Study nickname + “FoM SSRP”

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

(v) The Health Authority REB will review, request revisions and grant a Certificate of Approval in accordance with their usual practice.

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

3.2: Initial Application review process at Northern Health (NH)

For FoM SSRP studies, if the project already has UBC approval prior to the resident or medical student joining the study team, then please complete submit an amendment in RISE to update the RISE application and add the new study team member. New studies should complete the following:

(i) The UBC student/resident should complete the UBC RISE application form for REB review <https://www.rise.ubc.ca/>. Please also see link on how to access RISE <https://www.rise.ubc.ca/accessing-rise>. Please include the suffix in the Study title as define above in [Table 2](#)

(ii) Informed consent letters/forms should include the UBC logo and complaint contact information.

(iii) Once the UBC REB application is received, Northern Health Research Review Committee will be granted access to the application in RISE and will review accordingly.

(iv) Complete and submit the Northern Health “[Application for Operational Approval for Research](#)” to researchcommittee@northernhealth.ca. Note that if the project requires secondary data from Health Information Management Services (Health Records), a data/chart request form must also be completed and submitted with the Operational Approval. NOTE that this can occur at the same time as the submission to the UBC REB.

(v) Post-approval activities (PAAs) such as project closure/termination, amendments, renewals etc. are to be submitted on UBC RISE to be reviewed jointly by Northern Health and UBC.

Article 4: Initial Application Review Process at a UBC Affiliated Health Authority

Vancouver Coastal Health, Providence Health Care, Children's and Women's Health Centres and the BC Cancer Agency, are UBC-affiliated REBs and therefore, this process **does not apply**. The UBC Student/resident would submit directly to the relevant UBC-affiliated REB for the location and type of the project as per regular procedures.

Description of Programs under these Guidance Notes:

Dietetic Students: 5th year students with the UBC Food, Nutrition and Health Program, Dietetics Major, 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 to <http://med.ubc.ca/ssrp>

Please note these guidelines do not cover students that 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.

UBC Pharmacy Residents: Residents affiliated with the UBC Faculty of Pharmaceutical Sciences completing a research project as a part of their program requirement.

Contact Information

Interior Health Authority

<https://www.interiorhealth.ca/sites/Partners/Research/Pages/Research-Ethics-Board.aspx>

Fraser Health Authority

<https://www.fraserhealth.ca/employees/research-and-evaluation/research-ethics-and-other-approvals#.W5v7AKZKiHs>

Northern Health

<https://www.northernhealth.ca/for-health-professionals/research/nh-research-review-committee>

UBC Office of Research Ethics

<http://research.ubc.ca/ore/human-ethical-review>

Island Health Authority (previously Vancouver Island Health Authority)

<https://www.islandhealth.ca/research-capacity-building/research-ethics-approvals>

For questions about this process, please contact Elmira Chan, UBC at 604.875.4111, extension 68918,
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