

Designate Co-investigators with Signing Authority in RISE

The Principal Investigator (PI) may designate one or two co-investigators to act as "co-investigators with full signing authority" to submit post-approval activities to the Research Ethics Board.

It is important to emphasize that the PI will continue to be entirely responsible for the research study. The PI must ensure that designated "co-investigators with full signing authority" are totally conversant with all aspects of the study. This option may be particularly helpful in situations where the PI is absent for a short time. However if the PI will be away for longer periods the REB would expect to be formally notified of a change of PI.

Only the PI can designate signing authority, which must be done in RISE.

Instructions:

- **Go to RISE:** <https://rise.ubc.ca>
- Under your "**Human Ethics**" Tab (this is where you will find your approved studies).
- Open the study. See the list of activities on the left side of the page. Click on the "**PI Designate Signing Authority button**". (**Only the PI has this button**)
- Then **select "Add"** to display the list of co-investigators on this study. You may then designate up to two co-investigators with full signing authority. If they are not on the list, you will have to first submit an amendment to add a co-investigator(s). Make your selection from the list and click OK, then click OK again at the bottom of the page to save.
- The "**Co-investigators with Signing Authority**" will then appear on the study homepage.
- These co-investigators will have the ability to press the "PI Submit" button in RISE for all post approval submissions to the REB on behalf of the PI.
- **Note:** Email notices from RISE will only be sent to the PI and the Primary Contact listed in RISE.

The screenshot shows the RISE web application interface for a study titled "(H06-0022) Test". The interface is displayed in a Microsoft Internet Explorer browser window. The top navigation bar includes the UBC logo and the text "The University of British Columbia Office of Research Services". The main content area is divided into several sections:

- Current State:** Shows "Approved".
- I would like to create ...:** Includes buttons for "Help", "PAA New Post Approval Activity", and "PI Designate Signing Authority" (circled in red).
- Activities:** Lists "Copy Application", "PI and Staff Comments", and "PI Designate Signing Authority" (circled in red).
- Viewing/Printing:** Includes "Application" and "Application (Printer Friendly)".
- Study Details:** A table showing information for the study, including Principal Investigator (PI), Primary Contact, Type of Study, Minimal Risk, Initial Approved Date, Current Approval Certificate, Approval Department, Department Approver, Review Board, Co-Investigators with Signing Authority (circled in red), and Date Expires.
- Correspondence:** A section with tabs for "Correspondence", "Provisos", "Post Approval Activities", and "Application Changes". It contains a message: "This contains all the correspondence and activities completed on the application before the initial approval. The title bar shows each activity that was completed, who completed it, and the date and time it was completed." Below this is a table with columns for "Activity", "Author", and "Activity Date".