



TITLE	303: Administrative Review and Distribution of Materials
SCOPE	The activities of the Research Ethics Boards operating under the direct authority of the University of British Columbia
RESPONSIBILITIES	The Vice-President, Research & Innovation, delegated to the Director, Research Ethics, all Research Ethics Board (REB) Chairs and members and all REB Office Personnel
APPROVAL AUTHORITY	The Vice-President, Research & Innovation
EFFECTIVE DATE	May 2018
Supersedes documents dated	May 2011; April 2009; July 2003

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to describe the requirements for document pre-review and distribution prior to REB review.

2.0 DEFINITIONS

See the Glossary of Terms.

3.0 PROCEDURE

The efficiency and effectiveness of the REB is supported by administrative procedures that assure that REB members not only have adequate time for thorough assessment of each proposed study, but that the documentation they receive is complete and clear enough to allow for an adequate assessment of study design, procedures, and documentation.

The requirements for REB submissions are made available to all Researchers. The REB Office Personnel are responsible for maintaining and disseminating this information to Researchers.

3.1 Administrative Review Procedures

- 3.1.1** The RISE online database assigns a study number to all studies as soon as the application process is commenced by the Researcher; however, applications are not received by REB Office Personnel until the Researcher has completed the application, had signed it off electronically, and his Department Head/ Dean has approved the study. REB Office Personnel screens the submission for overall completeness;
- 3.1.2** If the submission is incomplete (e.g. documents are missing or incorrect documents were uploaded), the REB Office Personnel will send the study back via the RISE online system to request the required information for inclusion with the submission;
- 3.1.3** Upon receipt of a complete submission, the responsible REB Office Personnel identifies any outstanding items that will be required to issue approval, as applicable.

3.2 Scheduling for Review

- 3.2.1** If a complete submission meets expedited/delegated review requirements, the review will be performed as described in UBC REB SOP 404 and the REB Guidance notes.
- 3.2.2** For submissions reviewed via delegated review procedures, REB Office Personnel assigns a designated delegated reviewer(s) to the study via the RISE system.
- 3.2.3** For submissions requiring Full Board review, the REB Office Personnel assigns the study to the next Full Board meeting agenda via the RISE system. Primary and secondary reviewers are assigned once the agenda is complete, if applicable;

3.3 Distribution Prior to REB Meetings

- 3.3.1** Application materials described in UBC SOP 301 will be made available to all REB members, generally at least seven (7) days prior to the meeting;
- 3.3.2** All REB members will be able to access all relevant documentation via the RISE system, excepting those studies where they are in a position of conflict of interest as a principal investigator or a co-investigator;
- 3.3.3** Ad Hoc consultants receive material via the RISE system or e-mail. Late submissions (add-ons) may be permitted at the discretion of the REB Chair and Manager.

3.4 Confidentiality

- 3.4.1 All material received by the REB is considered confidential and is accessed by REB members only for the purpose of review. The RISE database is a secure online system which can only be accessed by individuals with the appropriate University campus-wide log-in. REB members are provided with additional access based upon their Board requirements;
- 3.4.2 Co-Chairs, Chairs, designated Delegated Reviewers, and REB Office Personnel are provided with expanded access to allow them to complete their additional duties in relation to delegated review;
- 3.4.3 All ad hoc reviewers and observers of REB meetings will be required to sign a Confidentiality Agreement. All REB members must execute the Member Declaration concerning Confidentiality and Conflict of Interest.

3.5 Destruction of Copies

- 3.5.1 Any miscellaneous hard copies of confidential materials will be destroyed in a secure manner by individual REB members or REB Office Personnel as soon as the materials are no longer needed, which is generally understood to be immediately subsequent to the REB meeting at which the materials were reviewed;
- 3.5.2 REB Members without access to secure disposal must return their REB materials to the REB Office for confidential waste disposal.

4.0 REFERENCES

1. *The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, Article 6.11:
<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter6-chapitre6/#toc06-1b>