

## UBC Behavioural Research Ethics Board

### Tip sheet for people who have no idea where to start!

*The basic steps for completing an ethics application are provided below. RISE (Research Information Systems) is the platform used for all UBC ethics applications and multi-jurisdictional ethics applications. Links to additional resources are provided on the next page.*

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**Step 1:** Confirm that you have a Campus-Wide Login (CWL) account. If not, go to [CWL Account Signup](#).

**Step 2:** Register in RISE: <https://www.rise.ubc.ca/accessing-rise>.

- Include the date you completed the TCPS2 CORE tutorial in your profile.

All UBC students, staff and faculty submitting an ethics application are required to complete the TCPS2 CORE tutorial prior to commencing research. The link can be found here:

<https://tcps2core.ca/welcome>.

**Step 3:** Confirm who will act as your PI (Principal Investigator)

- Only UBC faculty can hold PI status.
- Graduate students must use their supervisors.
- Non-faculty generally find someone to sponsor their research and act as their PI.

Outside researchers may contact Jean Ruiz, [jean.ruiz@ubc.ca](mailto:jean.ruiz@ubc.ca) for advice on how to proceed.

**Step 4:** Login to the RISE website using your CWL login and password:

<http://www.rise.ubc.ca/>

**Step 5:** Create your application.

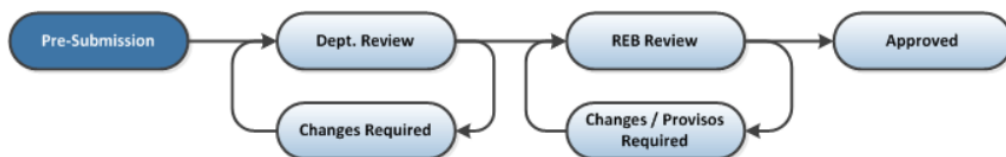
- Under the heading **Create** on the left hand side of the screen, click on the Human Ethics button. This will open a new application form.
- Complete the form as required.

You can save and exit the application at any time while it is in progress.

**Step 6:** Submit the application.

- Ensure all documents referenced in the application have been attached to page 9.
  - Only the Principal Investigator will be able to submit the application.
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### What happens next?



Your progress in the review process will be highlighted in dark blue in the RISE application.

## Departmental Review

- After you submit, RISE will notify your department approver, who will review and confirm that the application is complete.
- When the application is approved at the department level, RISE will send to BREB for review.

NB. Departmental review may take several days. If you believe your study will require full board review (above minimal risk) and you are concerned about meeting deadlines for submitting to the full board, ensure you have scheduled enough time for the department review. Minimal risk applications do not have deadlines.

## BREB Review and Approval

Once the application has been reviewed by either the full board or a delegated reviewer, the outcome of the review will be communicated to the Principal Investigator and Primary Contact via RISE. Generally, after initial review, provisos are required to clarify issues identified within the application. It is rare for an application to be approved immediately after its initial submission. Once the provisos have been adequately addressed, the application will be approved and recruitment/data collection can begin.

## Post-Approval Activity

If there are any changes in your research study after the initial approval, the Principal Investigator must submit a Post Approval Activity (PAA) documenting these changes. The Post Approval Activity must be approved before changes can be implemented.

To create a PAA, use the New Post Approval Activity button on the left-hand border of your study page.

**Don't forget to close your ethics application once your research is complete!**

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## Additional Resources

Help with creating an ethics application: <https://ethics.research.ubc.ca/behavioural-research-ethics/breb-guidance-notes/guidance-notes-behavioural-applications>

How to work in RISE: <https://www.rise.ubc.ca/user-tutorials>

How to submit an ethics application for a multi-jurisdictional research study: <https://researchethicsbc.ca/apply-for-ethics-review/>

Students whose research requires travel outside Canada have obligations under [UBC's Student Safety Abroad Policy \(SC12\)](#). For more information, see: <https://safetyabroad.ubc.ca>.

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Still have questions? Call or send an email to the [Office of Research Ethics](#).