



## UBC Behavioural Research Ethics Board

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

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

**Step 1:** Confirm that you are ready to submit to the BREB.

- a. Determine how data will be stored and secured. See [UBC's Information Security Standards](#).
- b. Confirm if your study is Indigenous focused. See [BREB page](#) for details.
- c. Confirm whether your research involves multiple sites/multiple REB reviews. For more details, see [Information for researchers – Health Research BC](#).
- d. (For graduate students) Ensure that appropriate supervisory or committee approvals are in place and confirm your PI before you submit.

**Step 2:** Confirm that you have a Campus-Wide Login (CWL) account. If not, go to [CWL Account Signup](#).

**Step 3:** Register in RISE: <https://www.rise.ubc.ca/accessing-rise>.

Note that all UBC faculty, staff and students submitting or named in 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>. Include the date you completed the TCPS2 CORE tutorial in your profile.

**Step 4:** Confirm who will act as your PI (Principal Investigator)

Only UBC faculty can hold PI status. Graduate students will use their supervisor as the PI for their application. Non-faculty researchers typically find someone to sponsor their research and act as their PI.

Outside researchers may contact Maria Valente, [maria.valente@ubc.ca](mailto:maria.valente@ubc.ca) for advice on how to proceed.

**Step 5:** Login to the RISE website using your CWL login and password:  
<http://www.rise.ubc.ca/>

**Step 6:** 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. You can save and exit the application at any time while it is in progress.

**Step 7:** Before submitting, do a final check.

Information about recruitment and consent, remuneration, etc., in the ethics application matches the details provided in the documents attached to page 9.

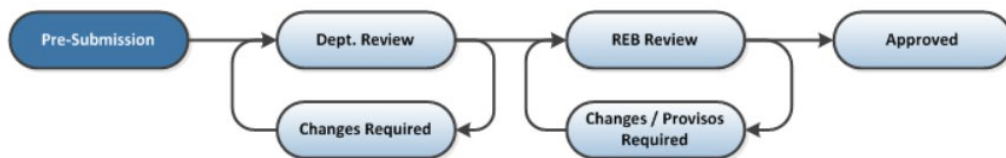
Review the [Application Checklist](#) to make sure your ethics application is complete.

Review the [Consent Form Checklist](#) to make sure basic requirements have been met.

**Step 8:** Submit the application.

Ensure all documents referenced in the application have been attached to page 9. Note that only the Principal Investigator will be able to submit the application.

### What happens next?



This progress bar is shown at the top of your application home page; the status of your application will be highlighted in dark blue.

### Departmental Review

After you submit, RISE will send an email notification to your departmental approver, who will review and confirm that the application is complete. When the departmental reviewer has approved, RISE will deliver your application to the BREB inbox for review.

NB. Departmental review may take several days. If you believe your study will require full board review (is above minimal risk) and you are concerned about meeting deadlines for submitting to the full board, ensure you have scheduled enough time for the departmental 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 attached and RISE will send an email notification to the Principal Investigator and Primary Contact. Generally, after initial review, provisos (feedback) will include requests for clarification from the BREB reviewer and will identify errors or omissions in 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!**

## Quick Links

Help with understanding how the Behavioural REBs review Indigenous Research:

<https://ethics.research.ubc.ca/behavioural-research-ethics/indigenous-research-and-ethics-review>

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

<https://ethics.research.ubc.ca/behavioural-research-ethics/breb-guidance-notes/guidance-notes-behavioural-applications>

Suggested final checks before you hit “submit”: [Behavioural Application Checklist](#)

How to submit an ethics application for a multi-jurisdictional research study:

<https://healthresearchbc.ca/research-ethics-bc/info-and-resources/information-for-researchers/>

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>.

Guidance on submitting amendments, annual renewals, etc. after initial approval:

<https://researchethics.ubc.ca/behavioural-research-ethics/navigating-ethics-review/after-you-have-initial-ethics-approval>.

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Still have questions? Reach us by email:

<https://researchethics.ubc.ca/behavioural-research-ethics/contact-breb>