

# How to Submit a Post Approval Activity Amendment

1. Log in to RISE at [rise.ubc.ca](https://rise.ubc.ca)
2. Navigate to the study's homepage. The study may be listed in the "My Inbox" tab, or it can be found in the "Human Ethics" tab (as shown below)

My Inbox   Conflict of Interest   **Human Ethics**   Animal Care   Biosafety   Radiation Safety   Inactive

This folder contains all of your Human Ethics applications as well as Post Approval Activities (i.e. amendments, renewals, requests for acknowledgements) that are approved or pending review. Click on the name of the study to see the details of the application or Post Approval Activity (PAA).

### Human Ethics Applications

Filter by ID Enter text to search + Add Filter Clear All

| ID        | Name                                        | Owner        | State            | Last State Change  | Minimal Risk | Expiration Date |
|-----------|---------------------------------------------|--------------|------------------|--------------------|--------------|-----------------|
| H24-00041 | <b>Behavioural Test _2024</b>               | Apple, Prinz | Approved         | 3/20/2025 10:40 AM | yes          | 3/20/2026       |
| H20-00032 | SLN                                         | Apple, Prinz | Meeting Complete | 3/18/2025 10:51 AM | yes          |                 |
| H25-00001 | Copy of -- Copy of -- Behavioural test      | Apple, Prinz | Pre Submission   | 3/6/2025 1:07 PM   | yes          |                 |
| H24-00046 | Copy of -- Behavioural test                 | Apple, Prinz | Pre Submission   | 12/13/2024 9:53 PM | yes          |                 |
| H22-00006 | Training demo - Do not move - Training only | Apple, Prinz | Meeting Complete | 12/12/2024 1:10 PM | yes          |                 |

3. Once on the study homepage, to create a new Post Approval Activity click on "New Post Approval Activity" on the left side of the screen

**Current State**

**Approved**

Create:

**New Post Approval Activity**

Activities

- PI&S PI and Staff Comments
- PI Designate Signing Authority
- PI Change Primary Contact
- PI&S Copy Application

Viewing/Printing

- Application - Full
- Application - Review/Print

**(H24-00041) Behavioural Test \_2024**

|                               |                      |                                          |                                       |
|-------------------------------|----------------------|------------------------------------------|---------------------------------------|
| Principal Investigator (PI):  | Prinz Apple          | Original Approval Department:            |                                       |
| Primary Contact:              |                      | Original Department Approver:            |                                       |
| Type of Study:                | Behavioural          |                                          |                                       |
| Minimal Risk:                 | Yes                  | Co-Investigators with Signing Authority: | There are no items to display         |
| Initial Approved Date:        | March 20, 2025       | Date Expires:                            | March 20, 2026                        |
| Current Approval Certificate: | <a href="#">View</a> | Version:                                 | 1.0                                   |
| Type of Funding:              | No Funding           | US Affiliated Study:                     | No                                    |
| Study is harmonized:          | No                   | Harmonized Board of Record:              | UBC Behavioural Research Ethics Board |

4. In the new window, you will be prompted to select the type of PAA (Amendments to Study) and provide a title. Once completed click "Continue".

*Note that the PAA option selected on this page dictates the content of the next page.  
If you selected the incorrect type of PAA and are unable to change it, you must  
inactivate that PAA and start a new PAA of the correct type.*

## Creating New: Human-Post Approval Activities

[Go to forms menu](#) [Help](#)

### Post Approval Activities

\* Select one of the following options to submit to the Research Ethics Board based on the guidelines  
(Click blue question mark for guidance): ?

#### Options

☐ Annual Renewal

☒ Amendments to Study

☐ Completion of Behavioural Study

☐ Request for Acknowledgement

[Clear](#)

#### \* Nickname

Enter a nickname for this PAA.

(If applicable to your PAA, include descriptive words such as "IB update" or "protocol deviation" or "unanticipated event" or "local SAE" in the nickname) ?

Amendment 2025

✕ Exit

💾 Save

➡ Continue ➡

5. You will then be taken to the Amendment Coversheet. Complete each question as described in the coversheet.
  - a. See ? icon next to each question for further guidance
  - b. Click continue at the bottom of each page to advance and save your work
6. Once you have entered all details, click Continue to automatically advance to your ethics application. You will need to update your application with any changes outlined in the coversheet.

*Note when updating your application, please do not change previously approved content relating to activities that took place. Instead, indicate all new content below a dated subheading (e.g. MONTH, YEAR, Amendment).*
7. Advance through the pages of your application by clicking the continue button. Once all pages have been reviewed and updated as needed click exit or continue to advance to the PAA homepage.

8. On the PAA homepage, there are several other points of information and available actions:

- A. The Current State of the PAA is indicated. Pre-Submission means the PAA has not yet been submitted and therefore the BREB has not received it to review. *Please see "Different PAA States" below for more information regarding what each state means.*
- B. Edit PAA Coversheet allows you to return to the coversheet to modify your responses.
- C. Edit Application allows you to return to your application to edit it.
- D. Inactivate PAA opens a pop-up window that allows you to inactivate this PAA without applying any changes from it.
- E. PI and Staff Comments opens a pop-up window that allows you to post comments to this page.

*Note that only the PI and Staff on this application can see these comments; the BREB is unable to see this correspondence. Details relevant to the review of the PAA that are intended for the reviewer should not be indicated here.*

9. On the PAA homepage under the activities tab on the left side of the screen, click "Submit PAA". Note this can only be done by the PI.

### Current State

Pre Submission

Edit PAA  
Coversheet

Edit Application

### Activities

Submit PAA

Inactivate PAA

PI and Staff  
Comments

### Viewing/Printing

Application -  
Review/Print

PAA Coversheet -  
Review/Print

Application Changes

### PAA(H24-00041-A005) Amendment 2025

|                         |                     |                             |                                       |
|-------------------------|---------------------|-----------------------------|---------------------------------------|
| Principal Investigator: | Apple , Prinz       | Primary Contact:            |                                       |
| Approval Department:    |                     | Department Approver:        |                                       |
| Type of Study:          | Behavioural         |                             |                                       |
| Meeting Type:           |                     | Meeting Date:               |                                       |
| Activity Type:          | Amendments to Study | PAA Approval Certificate:   |                                       |
| Study State:            | Approved            | Study Expiry Date:          | March 20, 2026                        |
| Type of Funding:        | No Funding          | US Affiliated Study:        | No                                    |
| Study is harmonized:    | No                  | Harmonized Board of Record: | UBC Behavioural Research Ethics Board |

Correspondence

Provisos

This contains all the correspondence and activities completed on the PAA before approval. The title bar shows each activity that was completed, who completed it, and the date

10. Once the PAA has been submitted, the Current State will indicate REBA Screening. This means it has been submitted to the BREB for review. The turnaround time varies, but on average you can expect a response within 2 weeks. Changes may be requested by the BREB prior to approval of the PAA.

### Current State

REBA Screening

### Activities

Inactivate PAA

PI and Staff  
Comments

### Viewing/Printing

Application - Full

PAA Coversheet - Full

Application -  
Review/Print

PAA Coversheet -  
Review/Print

Application Changes

Study Homepage

### PAA(H24-00041-A005) Amendment 2025

|                         |                     |                             |                                       |
|-------------------------|---------------------|-----------------------------|---------------------------------------|
| Principal Investigator: | Apple , Prinz       | Primary Contact:            |                                       |
| Approval Department:    |                     | Department Approver:        |                                       |
| Type of Study:          | Behavioural         |                             |                                       |
| Meeting Type:           |                     | Meeting Date:               |                                       |
| Activity Type:          | Amendments to Study | PAA Approval Certificate:   |                                       |
| Study State:            | Approved            | Study Expiry Date:          | March 20, 2026                        |
| Type of Funding:        | No Funding          | US Affiliated Study:        | No                                    |
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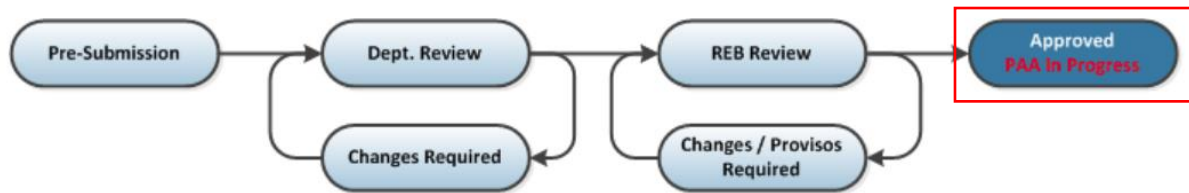
Correspondence

Provisos

This contains all the correspondence and activities completed on the PAA before approval. The title bar shows each activity that was completed, who completed it, and the date

11. A list of all PAAs for a study can be found in the Post Approval Activity tab on the study homepage. This includes past approved PAAs, inactivated PAAs, and PAAs in progress. You can access the PAA homepage of any PAA by clicking on the ID.

## The Different Submission States and Timelines



PAA in Progress indicates that a PAA has been opened. It does not necessarily mean that the PAA has been submitted, reviewed, or approved. To view the PAA state, navigate to the PAA homepage and review the current state.

### Current State

Pre Submission



The PAA has not yet been submitted to the BREB for review. The study team is still working on the PAA.

### Current State

REBA Screening



The PAA has been submitted and is being processed by the Research Ethics Board Administrator.

### Current State

Assigned for Expedited Review



The PAA has been assigned to a Research Ethics Board member for expedited review.

### Current State

Assigned for Harmonized Review



If your PAA involves changes at a harmonized partner site, it may be assigned to them for harmonized review. This state indicates that your PAA is awaiting review from a partner board.

### Current State

Assigned for Full Review



This means that your PAA has been assigned for full board review and will be reviewed at the next full board meeting.

### Current State

Changes Required by REBA



The Research Ethics Board has reviewed the PAA and requested clarification and/or changes.

### Current State

Approved



The PAA has been approved and changes can be implemented.