

How to Submit a Post Approval Activity Annual Renewal

1. Log in to RISE at 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 <input type="text" value="Enter text to search"/> <input type="button" value="Q"/> <input type="button" value="+ Add Filter"/> <input type="button" value="X Clear All"/>						
ID	Name	Owner	State	Last State Change	Minimal Risk	Expiration Date
H24-00041	Behavioural Test _2024	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	

783 items page 1 of 157 5 / page

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

PIBS PI and Staff Comments

PI Designate Signing Authority

PI Change Primary Contact

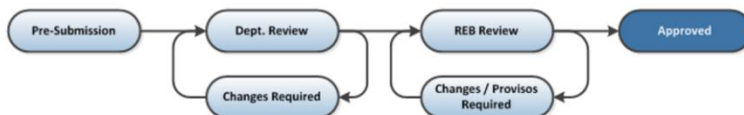
PIBS Copy Application

Viewing/Printing

Application - Full

Application - Review/Print

Return to My Home



(H24-00041) Behavioural Test _2024

Principal Investigator Prinz Apple (PI):

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: [View](#)

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 (Annual Renewal) 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

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)

Renewal 2025

Exit Save Continue

5. You will then be taken to the Annual Renewal 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 go back to the homepage. Note that a separate step is needed to submit the PAA to the BREB.
7. On the PAA homepage, there are several 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.
 - B. Edit PAA Coversheet allows you to return to the coversheet to modify your responses.
 - C. Inactivate PAA opens a pop-up window that allows you to inactivate this PAA without applying any changes from it.

Note that this does not close the study and inactivating the Annual Renewal will result in the study not being renewed.
 - D. 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.
8. From the activities tab on the left side of the screen press "Submit PAA". This can only be done by the PI.

Current State

Pre Submission

 Edit PAA
Coversheet

Activities

 Submit PAA

 Inactivate PAA

 PI and Staff
Comments

Viewing/Printing

Application - Full

Application -
Review/Print

PAA Coversheet -
Review/Print

Study Homepage

(H24-00041-A006) Renewal 2025

Principal Investigator: Apple , Prinz

Primary Contact:

Approval Department:

Department Approver:

Type of Study: Behavioural

Meeting Type:

Meeting Date:

Activity Type: Annual Renewal

**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

9. 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

Application -
Review/Print

PAA Coversheet - Full

PAA Coversheet -
Review/Print

Study Homepage

(H24-00041-A006) Renewal 2025

Principal Investigator: Apple , Prinz

Primary Contact:

Approval Department:

Department Approver:

Type of Study: Behavioural

Meeting Type:

Meeting Date:

Activity Type: Annual Renewal

**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

10. 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 ethics ID.