

How to Submit a Post Approval Activity Request for Acknowledgement

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)

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

Viewing/Printing
Application - Full
Application - Review/Print
Return to My Home

Flowchart:
Pre-Submission → Dept. Review → REB Review → Approved
Changes Required (from Dept. Review to Pre-Submission)
Changes / Provisos Required (from REB Review to Dept. Review)

(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:	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 (Request for Acknowledgement) 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) ?

Unanticipated event

✕ Exit
💾 Save
Continue →

5. You will then be taken to the Request for Acknowledgment 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 once more 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.
 - 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-A008) Unanticipated event

Principal Investigator:	Apple , Prinz	Primary Contact:	
Approval Department:		Department Approver:	
Type of Study:	Behavioural		
Meeting Type:		Meeting Date:	
Activity Type:	Request for Acknowledgement	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-A008) Unanticipated event

Principal Investigator:	Apple , Prinz	Primary Contact:	
Approval Department:		Department Approver:	
Type of Study:	Behavioural		
Meeting Type:		Meeting Date:	
Activity Type:	Request for Acknowledgement	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
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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.