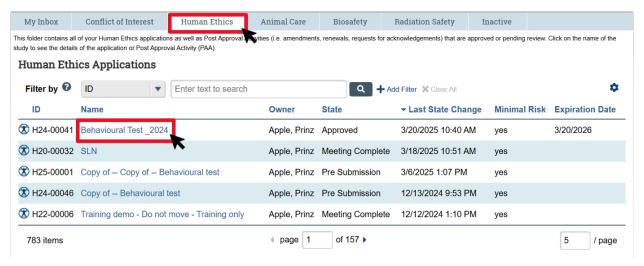
How to Submit a Post Approval Activity Request for Acknowledgement

- 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)



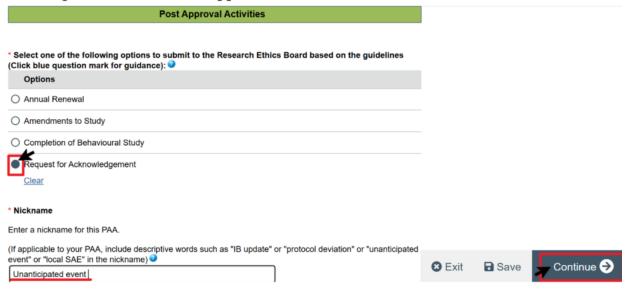
3. Once on the study homepage, to create a new Post Approval Activity click on "New Post Approval Activity" on the left side of the screen



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".

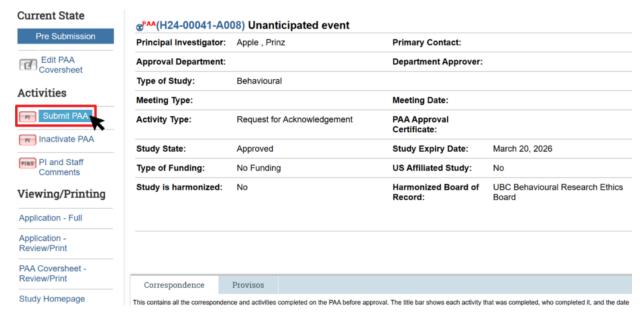
Note that the PAA option selected on this page dictates the content of the next page. If you selected the incorrect type of PAA and are unable to change it, you must inactivate that PAA and start a new PAA of the correct type.

Creating New: Human-Post Approval Activities



- 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
- 8. From the activities tab on the left side of the screen press "Submit PAA". This can only be done by the PI.

PAA that are intended for the reviewer should not be indicated here.



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.



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.