

UBC HOSTED FLUIDSURVEYS FOR FACULTY AND STAFF

UBC now hosts a BC FIPPA compliant FluidSurveys platform. You can start using the new tool by logging in with your campus-wide login (CWL) information at <https://survey.ubc.ca/>

TRAVEL SAFE

If you are a student doing research outside Canada, you need to register with UBC Safety Abroad:
<http://safetyabroad.ubc.ca/> .

BC ETHICS HARMONIZATION IN FULL SWING

Since Dec. 2014, the BREB has participated in the BC Ethics Harmonization Initiative's (BCEHI) pilots for Minimal Risk and Above Minimal Risk Research. If your research is multi-jurisdictional and you generally have to go through more than one Research Ethics Board, be sure to check out the BCEHI website before you submit your next application:
<http://bcethics.ca/>. If you have any questions about this process, please contact Wendy Bond at wendy.bond@ors.ubc.ca

WHAT'S NEW WITH THE BREB

September 2015

This newsletter is intended for UBC faculty and students who submit applications to the UBC Behavioural Research Ethics Board.

APPLICATION TIPS

Required wording on all consents

- All consent forms should now use the following wording around complaints. If you use the old wording, you will be asked to change it:

Required Wording:

If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail RSIL@ors.ubc.ca or call toll free 1-877-822-8598.

Speedy response to provisos

- When responding to provisos, ensure to always attach a letter that outlines each proviso with your response directly underneath. This greatly facilitates the review of your application. Ensure that you also update your application as described in your letter.

Policy change

-Encryption is now the UBC standard! All electronic files and devices containing personal information about an identifiable individual collected for research purposes must be encrypted. For further information around UBC's encryption requirements and for resources on how to

encrypt files, see Security Standard #5 for research data at <http://cio.ubc.ca/security-standards-home/information-security-policy-standards-and-resources>

REMINDER FOR DEPARTMENT HEADS

-Approving an application certifies that the researchers (PI and Graduate Student) are capable of conducting the research described.

REMINDERS FOR GRADUATE STUDENT SUPERVISORS

-You are ultimately responsible for your students' research. You should carefully review their applications before submission to the BREB as well as throughout the review process. The BREB relies on you to help your students work through the ethical issues in their research. We are always happy to assist if you should have any questions or concerns.

-Your PhD students should not submit to the BREB until after they have defended their proposal, except in exceptional circumstances. Their defense helps them refine the details of their project and strengthens their application. It also acts as their peer review.

-Your students should be listed both as the Primary Contact and a Co-Investigator.

-The application for your graduate students must clearly indicate that the research is being done for a thesis or dissertation and will be publically accessible.

RESOURCES FOR GRADUATE STUDENTS

-Does your project require review? Please see the following link to help you determine if your project requires review:

http://ethics.research.ubc.ca/sites/ore.drupalprod.webi.it.ubc.ca/files/Graduate%20student%20checklist_0.pdf

- Before filling out your application, ensure that you review the following Tip Sheet for Graduate Students. It provides question by question advice to ease the review process:

http://ethics.research.ubc.ca/sites/ore.drupalprod.webi.it.ubc.ca/files/uploads/documents/Ethics/BREB/Tip%20Sheet%20Behavioural%20Research%20Ethics%20Board_0.pdf

REVIEW REQUIREMENTS FOR EVALUATION PROJECTS

Are you wondering if an evaluation project you will conduct requires review? If the sole intent of the project is to improve a program or service, you may not need REB review – even if you are planning on publishing the results. Please see the following for a discussion of the differences between QA/QI activities and research:

http://ethics.research.ubc.ca/sites/ore.drupalprod.webi.it.ubc.ca/files/uploads/BREB_ChecklistForResearchRequiringEthicsReview.pdf

BREB RESOURCES AND TIMELINES

Don't forget about the BREB website! The BREB Forms and Guidance Notes page is full of helpful resources to assist you in your research: <http://ethics.research.ubc.ca/ore/breb-forms-guidance-notes> .

On average, minimal risk projects take 3 weeks while full board projects take about 6 weeks from the time of initial review. Be sure to give yourself enough time to obtain approval before you commence your research. Note that requested changes or "provisos" is normal and generally projects take some back and forth between the researcher and board before approval.

STAFF CHANGES

Recently the BREB said good-bye to Shirley Thompson, our longtime leader. Shirley retired after managing the BREB for over thirty years. She will be missed. To partially fulfill some of Shirley's role, the BREB has hired a new Research Ethics Review Coordinator. Please see below for BREB contacts:

Nadia Rad, Senior Administrative Coordinator, Email: nadia.rad@ors.ubc.ca, Phone: 604-827-5114

Maria Valente, Research Ethics Review Coordinator, Email: maria.valente@ors.ubc.ca, Phone: 604-827-5112

Jean Ruiz, Senior Research Ethics Analyst – Behavioural (responsible for BREB management), Email: jean.ruiz@ors.ubc.ca , Phone: 604-827-5310