REBA Training Manual for the Provincial Research Ethics Platform (PREP)
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Introduction to PREP on RISE
Introduction: How to Use This Manual

The purpose of this manual is to introduce and guide BC Research Ethics Board Administrators (REBA) through the new Provincial Research Ethics Platform (PREP).

PREP was designed to stream-line multi-jurisdictional research across the province, and is a new functionality within the Human Ethics module of UBC’s Research Information Services (RISe). UBC’s Research Information Services (RISe) was launched in 2007 and consists of seven modules: Animal Care, Biosafety, Conflict of Interest/Commitment, Extended Reporting, Grants, Human Ethics, and Radiation Safety.

This guide will provide an overview of how to review ethics applications within PREP. Additionally, the RISe website has a number of useful resources for REBA including guidance notes and tutorials; sample forms and the RISe sandbox which allows you to create mock applications using different roles to familiarize yourself with the system.

Throughout this guide, the lightbulb and email icon will appear to denote:

💡 A note or tips for REBA
✉️ An email notification will be generated and sent out

For a list of common acronyms used throughout this guide, see the glossary.

Version: April 2 2019
To log-in to RISE, you will need a Campus Wide Login (CWL).

If you do not have a CWL account you can register through: https://activate.id.ubc.ca/iamweb/. Following your registration, contact the RISE support email to receive your researcher number which will be needed only the first time you log on to RISE.

Click on the ‘Login’ button on the right of the page and enter your CWL (circled in yellow above).

If you have any technical issues logging in contact risesupport@ors.ubc.ca
The ‘My Home’ page in RlSe is your personalized portal to submit studies as a PI, to administrate studies as REBA, or review studies as a reviewer.

You can click on the “My Home” tab to return to review studies at any time.
My Home: My Roles

To the left of your homepage you will see a list of roles available to you as a RISe user based on your role with the institutional REB. REBA generally have REB Administrator and REB Committee Member roles.

To review studies as REBA remember to click on the REB Administrator role especially if you have multiple roles available to you.
My Home: Finding Studies

Studies in the system can be found in the above tabs on the REB Administrator’s homepage

Index of acronyms

**In-S**: Inbox for newly submitted studies

**In-P**: Inbox for post approval studies

**Exp-S**: Expedited studies that have been assigned for review

**Exp-P**: Expedited post-approval activities that have been assigned for review

**Full-S**: Full board studies assigned to a meeting.

**Full-P**: Full board post-approval studies assigned to a meeting.

**Pend-S**: All studies pending studies approval

**Pend-P**: All pending post-approval studies

**Appr**: Approved studies

**InA**: Inactive/closed studies

**Rpts**: Reports

Version: April 2 2019
Committees

Committees are available from your homepage.

REBA can use the committees page to:
• create meetings;
• edit REBA staff and board members; and
• view past meetings.
Committees: Setting Up Your Board

You can edit your board and REBA staff by selecting your board from the list of REBs and then click on Edit REB Staff.

Ensure that your Chair is added as Chair and also a committee member.
Committees: Meeting Dates

By selecting your committee, you can also see the dates of all the full board and expedited meetings.

Expedited meetings are usually deadlines not actual meeting dates. Partner boards can create meetings at the same time as assigning for review, or may choose to create them in advance. UBC boards need to create them in advance.
Committees: Creating a New Board

To create a meeting, select “Create Single Meeting.”

You can select ‘Expedited’ or ‘Full Board’

**Expedited meetings**: Non-UBC affiliated boards are able to create meetings at the same time as assigning and do not need to create expedited meetings using this feature.

UBC boards do need to create expedited meetings. They can be created in advance, so they are available for assigning.
Review
REBA Review

Many boards have their REBA act as reviewers in certain circumstances. Ensure that your REBA have both the **REB Administrator** Role (REBA) and **Committee Member** Role (CM). This will enable them to assign studies to themselves to review.

When acting as a reviewer, REBA should change their role from the study homepage to “Committee Member.” This gives them the same view as a committee member and helps them track their reviews better.
Board of Record (BoR)

The BoR for a multi-jurisdictional study will be decided based upon a discussion between the involved REBs and taking into consideration the following elements (as per the REBC Models):

- Location of majority of participants and/or study team;
- Which institution is best placed to mitigate risk to participants/data;
- The expertise of the involved REBs (for example BCCA and cancer studies);
- Proportion of the study that is hospital-based and community-based;
- And other unique factors that the participating boards agree are relevant.

Based on the matrix above, RISE will initially decide on a BoR. This must be manually confirmed by REBA once they have agreed.

see next page
Board of Record: Confirming Board of Record (BoR) by PI

When the PI submits an application the system will display which REB the application will route to. They are asked if they agree and given an opportunity to enter comments in this regard.

Their comments do not affect how the system decides on BoR, but can be considered by REBA when confirming the BoR.

Post-submission, REBA can review the PI’s comments and their confirmation of BoR.

From the study homepage under the “Correspondence” tab, click on “Submitted Application”.

Version: April 2 2019
Board of Record: Confirming Board of Record by REBA

**Step 1:** REBA receives study in the In-S Box.

**Step 2:** REBA assesses study, the partners involved, and the BoR decision. If needed, they can consult other boards. Other boards can see the study using their “Studies” tab.

**Step 3:** Once the BoR is decided, REBA can select the “Harmonize” activity and confirm BoR and partners.
Harmonized Minimal Risk Ethics Review Model

Board of Record (BoR) Decision Criteria

- The BoR for a multi-jurisdictional study will be decided based upon a discussion between the involved REBs, and taking into consideration the following elements:
  a. Location of majority of participants and/or study team;
  b. Which institution is best placed to mitigate risk to participants/data;
  c. The expertise of the involved REBs (for example: BCCA and cancer studies);
  d. Proportion of the study that is hospital-based and community-based; and
  e. Other unique factors that the participating boards agree are relevant.

- These are guidelines only and participating REBs will use their best judgment to determine the BoR on a case-by-case basis and, where appropriate, in consultation with the PI.

- If Northern Health is the primary location for the study, the PI’s home institution will be the BoR, and the Northern Health (NH) Research Committee will be included in the process for proportionate review. In the event the PI is a NH employee, UNBC will act as the BoR.

Board of Record: Minimal Risk

Expedited Review Steps in RISE

For expedited review the BoR conducts a review before the study is assigned to other boards.

**Step 1: Harmonize** (see page 17). This confirms the BoR and the partners for the study. The BoR REBA will handle all administration of the study.

**Step 2:** Assign to a BoR expedited reviewer

- UBC will use their regular “Assign to Expedited Review” activity and assign normally.
- Partner BoR will use “Assign for Review” (see image below). Select “Meeting Type” (FB or MR), choose a “Meeting Date” (deadline in MR), and select reviewer/s.
- Preview can be copy and pasted or attached
- Hit ok.
Board of Record: Minimal Risk Expedited Review Steps in RISe

**Step 3:** Once a reviewer has been assigned, the study will move from the Board of Record In-S box and into the Exp-S box. All minimal risk studies waiting for review can be found there. Once the reviewer has commented, their name will appear beside the study.

**Step 4:** Click on the study link (blue highlight) once the reviewer has commented. Incorporate the reviewers comments into the pre-review comments to create one collated review from the Board of Record.

**Step 5:** Select “Assign for Harmonized Review”

**Step 5 continued on next page**
Board of Record: Minimal Risk Expedited Review Steps in RISe

Step 5: Click on the “Assign for Harmonized Review” activity:

- Insert the collated comments from the BoR review either by copying and pasting into the text box or attaching as a Word document (avoid using PDFs as partner boards may want to add their comments directly to the document).

- Ensure the right partners are listed.

- Click “ok”. This will send the study to the selected harmonized partners to review. The study will remain in the BoR Exp-S box and harmonized reviewers’ names will populate beside the study once they have commented.

Step 6: Wait for harmonized partners’ reviewers’ names to appear in the Exp-S box or you get an email that all partners have all clicked the “Harmonized Review Complete” activity, then select the study link.

Step 7: Collate all reviews from all partners and prepare the provisos for the study team.

Skip to page 27 Record Committee Decision to finalize the review.
Harmonized Above Minimal Risk Ethics Review Model – Initial Review

Board of Record (BoR) Decision Criteria

- The BoR for a multi-jurisdictional study will be decided based upon a discussion between the involved REBs, and taking into consideration the following elements:
  a. Location of majority of participants and/or study team;
  b. Which institution is best placed to mitigate risk to participants/data;
  c. The expertise of the involved REBs (for example: BCCA and cancer studies);
  d. Proportion of the study that is hospital-based and community-based; and
  e. Other unique factors that the participating boards agree are relevant.
- These are guidelines only and participating REBs will use their best judgment to determine the BoR on a case-by-case basis and, where appropriate, in consultation with the PI.
- If Northern Health is the primary location for the study, the PI’s home institution will be the BoR, and the Northern Health (NH) Research Committee will be included in the process for proportionate review. In the event the PI is a NH employee, UNBC will act as the BoR.

Above Minimal Risk (AMR) review follows the same steps as Minimal Risk (MR) review but the steps are condensed. AMR Review involves a collaborative review by all partners at a board meeting. Partner boards can participate in the meeting in the following way:

- In person or via video or teleconference
- Submit comments before the meeting
- Review minutes and provisos after the meeting.

**Step 1:** BoR receives the study in their in-box and confirms the BoR as per Page 15.

**Step 2:** BoR assigns the board to a meeting by selecting “Assign for Review.” UBC boards will assign to Full Board review using their “Full Committee” activity.

**Current State**

<table>
<thead>
<tr>
<th>REBA Screening</th>
</tr>
</thead>
</table>

**Activities**

- Changes Required by REBA
- REBA Comments
- Conflict of Interest for Board Members
- Flag
- Harmonize
- Assign For Review

**Viewing/Printing**

- Application - Full
- Application - Review/Print

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BoR: Above Minimal Risk Review
Full Board Review Steps

**Step 3:** Select “Full REB Review”, the full board meeting date, add Reviewers, and upload a pre-review or copy and paste it into the text box. UBC boards need to pre-load their meeting dates as usual. Click “ok”.

Once assigned, the study will move to Full-S box and onto the agenda of the selected dates meeting under committee.

---

**Assign For Review**

* Meeting Type: Full REB Review

* Meeting Date: 09/5/2018

* Select one or more reviewers:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Institution/Department</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Sarah</td>
<td>Bennett</td>
<td>Simon Fraser University</td>
<td>Non-UBC Employee</td>
</tr>
</tbody>
</table>

Notes:

Members and Partners, this is a harmonized study with UBC BREB. The meeting is Sept. 5th at 8:30 a.m. at SFU. BREB will be participating via teleconference. [The pre-review is attached below. Thanks!](#)

Documents:

**Title**

There are no items to display

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BoR: Above Minimal Risk Review
Full Board Review Steps

**Step 4:** The study is accessible to the BoR’s committee. The BoR REBA now need to “Assign for Harmonized Review” to give access to the study to the partner boards.

- Select “Assign for Harmonized Review.”
- Confirm Partner Boards.
- Click “ok”.
- All boards now have access to the study.
BoR: Above Minimal Risk Review
Full Board Review Steps

**Step 5:** Hold the REB Full Board meeting.

**Step 6:** REBA collate comments from the meeting into a single proviso response document.

**Step 7:** Record Committee Decision and send result back to the study team (See pages 28-31).

You can find studies assigned to your Full Board under your committee (see page 8). Select your committee and then the meeting date. You can upload meeting minutes and a business agenda to the REB agenda.

---

**Committees**

... > Committees > Simon Fraser University

**Simon Fraser University**

Email: dore@sfu.ca

<table>
<thead>
<tr>
<th>REB Meetings</th>
<th>Expedited Meetings</th>
<th>Guest Reviewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contains REB Full Board Committee meeting dates. Select the meeting date to view meeting information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name: Sep 5, 2018 (SFU)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 items</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Record Committee Decision

Step 8: Click “Record Committee Decision”. A text box will pop up and you can write Approved, Provisos, or Deferred. Any other short direction can also be added, e.g. Provisos – Response to BoR and Partner only. The decision is not finalized until the next step.

Step 9: Finalize the decision. At this point the study can be approved, be given provisos, or deferred.

- For Provisos See page 28-30 (PI and study team members with signing authority can submit)
- For Deferred See page 31 (Only PI can resubmit)
- For Approved See page 32

Once all partner boards have hit “Harmonized Review Complete” an email is sent to the BoR.
Record Committee Decision: Enter Provisos

Step 1: Once you have clicked “Record Committee Decision,” select “Enter Provisos”. You will need to enter the provisos that you would like to send back to the PI and study team.

Step 2: Once the below window opens up, you will have the choice of copying and pasting your provisos or attaching a document or both. Select “Add”.

Do not select “Provisos” until you have completed steps 1-5.
Record Committee Decision: Provisos

**Step 3:** A pop-up window will show up that will allow you to copy and paste provisos into the system. Generally, REBA compiles all of the provisos onto a single Word document, using the pre-review as a base, then copy and pastes this document into the below window. Click “Ok”.

**Step 4:** Once you click “ok” on the above, the system will show you a preview of what will be sent back to the researchers. Review this and select “OK”.
Record Committee Decision: Provisos

**Step 5:** Once you have reviewed the final provisos screen and clicked “ok,” the provisos move into the “Provisos tab” on the study homepage, which the PI can see.

**Step 6:** Finalize the provisos by selecting “Provisos” from the activities. You can customize the instructions that you place in the text box (see sample below). Click “ok”. The study will now route to the PI and co-I’s in-box.

**Sample Wording for Provisos**

- Please look under “Provisos” tab for requested changes.
- Please issue a response letter including our list of provisos and the way they have been addressed underneath, making it clear what changes have been made. Ensure that they have been entered into the application (select “edit application”).
- If you are submitting changed documentation (consent forms, etc.), please attach with all of the changes tracked or highlighted in View 9 of the application and please update version number and date.
- BREB Guidance Notes can be found at: XXXXXX
Record Committee Decision: Deferred

**Step 1:** Once you have clicked “Record Committee Decision,” follow [Provisos](#) steps 1 – 4 (pages 28-29) to enter the deferral provisos into the Provisos tab. Some boards do not post their deferral provisos into the provisos tab but rather copy and paste the deferral provisos into the deferral activity itself. This is the decision of each board.

**Step 2:** Select “Defer” from the activities list. Insert instructions to find the list of the provisos and click “Ok.”
Record Committee Decision: Approved

**Step 1:** Once you have clicked “Record Committee Decision,” select “Approve” from activities.

**Step 2:** Select the Harmonized certificate from the drop down menu. Boxes on the certificate can be customized. Notes to the study team can be entered below the certificate and, if an attachment needs to be sent back, it can also be attached. Click “ok” and the study team will be notified.

It is possible to reissue a certificate if you make a mistake. Certificates can also be edited i.e. removing a partner board.
Researchers have the below options for Post Approval Activities (PAAs):

- **Annual Renewal**: No change is allowed to the actual application in PREP. The researcher is promoted to fill in a coversheet and hit submit. Annual Renewals can be submitted at the same time as amendments.

- **Annual Renewal with Amendment**: This PAA is not used in PREP.

- **Amendment**: This PAA gives the researcher full access to their application to make changes to it. Use Track Changes to see what has changed. A researcher can only have one amendment in review at a time.

- **Completion of Behavioural or Clinical Study**: This PAA is used to permanently close a study in PREP. Once approved, only a Request for Acknowledgement is allowed on the study.

- **Request for Acknowledgement**: This PAA is used for protocol deviations or unexpected events that occur within a study. This is used by the researcher to alert the REB. The REB reviews and acknowledges (not approves) this PAA. The researcher does not have access to change anything in their study.

- **Response to Request for Information (RFI)**: This PAA is not used in PREP.
PAAs: Amendment Review Steps on PREP

**Step 1:** Under the REB Administrator role, find the PAA to review in the In-P inbox.

**Step 2:** On the PAA home page, REBA select the PAA coversheet for a summary of the PAA.

**Step 3: (amendments only):** Using [Application Changes](#), check that the changes outlined in the PAA coversheet are incorporated into the application (see page 36).

**Step 4:** Assess whether partner boards need to review.
PAAs: Review Steps on PREP

Step 5: Click on “Assigned for Expedited Review” or “Full Board Review” and choose a reviewer.

💡 The BoR needs to assign their own board or REBA before assigning for harmonized review.

.setEmail

Step 6: The reviewer will be notified and be able to include their notes using their comment activity:

Add Reviewer Notes

MJ Reviewer Comments

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Step 7: The REBA from the BoR can now assign to the Partner Board if needed for review. Click on “Assign for Harmonized Review”.

Assigned for Expedited Review

Activities

- Comments
- Changes Required by REBA
- Check Hospital Review
- Reschedule for Full Review
- Record Committee Decision
- Reschedule for Next Expedited Meeting
- Re-Assign Reviewers
- Conflict of Interest for Board Members
- Harmonize
- REBA Comments
- Assign for Harmonized Review
- MJ Reviewer Comments

An email is sent to the BoR once all partners have clicked “Harmonized Review Complete”.

Step 8: Once the Partner Board has submitted their comments, the BoR can now continue to “Record Committee Decision”. Reviewers names will appear beside the study in the Exp-P box once they have commented.

An email is sent to the BoR once all partners have clicked “Harmonized Review Complete”.

Version: April 2 2019
PAA: Application Changes for Amendments

To review application changes for an amendment, navigate to your In-P box and click on the PAA for review.

**Viewing/Printing**
- Application - Full
- PAA Coversheet - Full
- Application - Review/Print
- PAA Coversheet - Review/Print
- Application Changes
- Study Homepage

**Step 1:** Click on ‘Application Changes’ and under the Change Log, scroll down and click on ‘View Differences.’

**Step 2:** You will see the old content highlighted in red and the new changes will be highlighted in green.

---

5.2. Inclusion Criteria

Describe the participants being selected for this study, and list the criteria for their inclusion. For research question one, representatives from government departments, civil society organizations and private industries who are involved in the EU-FLEGT programme in Cambodia, Thailand, Viet Nam, Lao PDR and Myanmar will be approached to take participate in the research.

For research question 2, members of a Community Forestry in **Western Forest Complex in Thailand** who wish to participate in the project will participate in the research. The research will aim to have an equal gender ratio of males and females above the age of 18.

Old Value: for research question one, representatives from government departments, civil society organizations and private industries who are involved in the EU-FLEGT programme in Cambodia, Thailand, Viet Nam, Lao PDR and Myanmar will be approached to take participate in the research.

For research question 2, members of a Community Forestry in **Koh Kong province Cambodia** who wish to participate in the project will participate in the research. The research will aim to have an equal gender ratio of males and females above the age of 18.
PAA: Changes Required

**Step 1:** If the PAA application requires further changes, REBA can send back comments to the PI by selecting the “Changes Required by REBA” activity.

![Changes Required by REBA](image)

**Step 2:** A separate window will pop out where REBA can copy and paste their comments and/or upload documents for the PI.
PAA: Annual Renewal

Step 1: When the Board of Record (BoR) receives an annual renewal, they should open it and review the PAA coversheet.

Step 2: The BoR reviews the coversheet and determines whether or not partner boards need to be involved. Generally, partner boards do NOT need to review annual renewals. However, if there was a request from a partner to review a study at annual renewal or the coversheet points to something unusual, the BoR can always choose to assign an annual renewal to a partner board.

Step 3: Assign to the BoR reviewer.

Step 4: Assign to partner boards, if necessary. REBA must first assign to their own boards through expedited or full board review before the “Assign for Harmonized review” button will appear.

Step 5: Once all reviewers have commented, the BoR can either issue a Certificate of Approval or “Changes Required”, to get further information from the research team.

Reminder: Double check that there are no amendments in progress for adding a site before issuing an annual renewal CoA.
Step 1: When the Board of Record (BoR) receives an Request for Acknowledgement, they should open it and review the PAA coversheet.

Step 2: The BoR reviews the coversheet and determines whether or not partner boards need to be involved. Generally, partner boards would need to be involved in a protocol deviation put participants at greater than minimal risk or if the acknowledgement was site specific.

Step 3: Assign to the BoR reviewer.

Step 4: Assign to partner boards, if necessary. REBA must first assign to their own boards through expedited or full board review before the “Assign for Harmonized review” button will appear.

Step 5: Once all reviewers have commented, the BoR can either issue a Certificate of Approval or “Changes Required” to get further information from the research team.

Reminder: Double check that there are no amendments in progress for adding a site before issuing an annual renewal CoA.
PAA: Completion of a Behavioural or Clinical Study

Completions should only be submitted if all sites are complete.

If a completion is submitted to close a single site, REBA should send it back, using “Changes Required by REBA” and ask that the study team submit a “Request for Acknowledgement”.

**Step 1:** When the Board of Record (BoR) receives a study completion, REBA should open it and review the PAA coversheet.

**Step 2:** Ensure that the closure meets the data retention standards of the BoR (these are very similar amongst institutions, ~5 years for regular studies and 25 years for CT).

**Step 3:** If REBA is satisfied, they may “Record Committee Decision”. REBA may also “Assign for Review”, using the same steps described in the amendment section.

Clinical studies have a certificate for Closures. Behavioural studies use the Request for Acknowledgement certificate and edit it for closure (see right).

Version: April 2 2019
PAA: Record Committee Decision

**Step 1:** When the BoR has fully completed the PAA review, REBA will hit “Record Committee Decision” to finalize the harmonized review.

After the committee decision has been recorded, REBA can now approve the PAA and generate an approval letter, or send back changes required.

**Step 2:** If additional changes are required, REBA can click on “Changes Required”, on page .

If Approved or Acknowledged skip to Certificate of Approval (page 38).

Version: April 2 2019
PAA: Certificate of Approval, Closure, or Acknowledgement

**Step 1:** To generate a certificate for a PAA, select “Approve” from the activities and then select the appropriate template from the drop down menu for the type of PAA. Click “ok” once certificate is ready to be released.

All certificates can be edited before clicking “ok”. Ensure that the certificate of approval represents what is being approved. Text can be added or deleted when needed.
Partner Board: Minimal Risk Review
Expedited Review Steps

**Step 1:** A study is received in the In-S box on REBA's study homepage. If the study is in the “Assigned for Harmonized Review” state, this means that you are a partner and this study is ready for your review. It can be either Minimal Risk or FB.

![Study Table]

**Step 2:** Select the study link and review the comments from the BoR. Ensure to review correspondence carefully. All review related activity will be captured there.
Partner Board: Minimal Risk Review
Expeditied Review Steps

Step 3: Assess the application by selecting “Application – Full” or “Application – Review/Print”.

Step 4: Proportionate Site Review: Assign to either REBA or to a Board member to review using “MJ Assign Reviewers.”

- You can add documents or text to give your reviewer directions. Scroll down and click “ok.” They will be able to see the BoR review.
Partner Board: Minimal Risk Review
Expeditied Review Steps

**Step 5:** Once the study is assigned for review, it will move from the Partner “In-S” to the “Exp-S” box. Once the partner reviewer comments, their name will appear, along with other partners names, beside the study.

**Step 6:** Once you see your reviewer’s name appear by the study, select the study link. Review their comments, format into clear provisos, and select “Harmonized Review Complete”. Copy and paste your boards’ final site provisos into the text box and click “Ok”. Once this is done, the BoR will know that the partner review is complete.
Partner Board: Above Minimal Risk Review
Full Board Review

For Partners participating in the Full Board review of another REB, the PREP steps are very similar to Minimal Risk review pages [39-41] except for the following:

• The BoR will not complete a review before they give you access to the study. They will post a pre-review.
• Partner boards will need to decide how they want to participate in the meeting and communicate this with the BoR.
• Partner boards can do a full ethical review on the study. They should treat it like any Full Board study they are assigned to.

Once the meeting has happened, the BoR will collate all the comments from the meeting and send them back to the research team. Proviso responses will be dealt with according to the decision making in the meeting.
Proviso Responses: Application Changes

**Step 1:** When the PI submits their proviso response, it will appear in BoR REBA’s In-S tab under “REBA Screening Provisos.” Select the study link.

**Step 2:** To review the changes to response, click on “Application Changes” in the study homepage.

**Step 3:** Scroll down and click “View Differences” to review the tracked changes from the revised application and the original one.
Proviso Responses: Assigning to a Reviewer

To assign a proviso response to your reviewer or REBA.

**Step 1:** If you are BoR, select “Assign Provisos for Harmonized Review”. Select the partners that want to review the proviso response and click “ok”. This will give partners access.

- If you are the partner board, just like in the first round of review, once your reviewer has responded, collate comments and select “Harmonized Review Complete”, copy and paste comments into text box and click “ok”.

**Step 2:** Once everyone has commented, BoR will send the result back to the PI (see page 28). If further provisos are issued, the BoR can use the “Additional Provisos” activity.
Communication
Communication: PREP Best Practices

• When logging into your account on RISe always confirm you are in the correct “role” for the study you are reviewing.

• Avoid using the back button of your internet browser when using RISe. Instead use the back and continue buttons on the top left and right hand corners of the application.

• You can use a wildcard (%) when searching on RISe. Just put % in front of part of a name or institution that you want to find in the drop down boxes, e.g. %Fraser. Always, make sure you select the right name as there are lots of similar names in RISe.

• Comments posted on RISe cannot be deleted. They are an auditable record of REB activity. If you make an error or want to take back a comment, simply post a second comment explaining this. We all do it!

• Always identify yourself when posting, e.g. Island Health is ready to approve. Our community is getting larger and not everyone will recognize which name belongs to which institution.

• Write your provisos in a clear format that reference appropriate sections of the application. The BoR should not need to edit partner provisos in order to send them to the research team.
Communication: Glossary of Acronyms

Email notification sent
Note or reminder

ACC: Animal Care Committee
ACCA: Animal Care Committee Administrator
AMR: Above Minimal Risk
BCCA: British Columbia Cancer Agency
BoR: Board of Record
BREB: Behavioural Research Ethics Board
COI/COC: Conflict of Interest/Conflict of Commitment
COIA: Conflict of Interest Administrator
CO-I: Co-Investigator
CREB: Clinical Research Ethics Board
C&W REB: Children’s & Women’s Research Ethics Board
CWL: Campus Wide Login
FB: Full Board
MR: Minimal Risk
PAA: Post Approval Activities
PHCRI: Providence Health Care Research Institute
PC: Primary Contact
PI: Principal Investigator
PREP: Provincial Research Ethics Platform
REB: Research Ethics Board
REBA: Research Ethics Board Administrator
RFI: Request for information
RISe: Research Information Systems

Version: April 2 2019
<table>
<thead>
<tr>
<th>REB</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraser Health</td>
<td>Sarah Flann (Research Ethics and Regulatory Specialist)</td>
</tr>
<tr>
<td></td>
<td>604-587-7855</td>
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<tr>
<td></td>
<td><a href="mailto:sarah.flann@fraserhealth.ca">sarah.flann@fraserhealth.ca</a></td>
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<td></td>
<td><a href="mailto:REB@fraserhealth.ca">REB@fraserhealth.ca</a></td>
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<tr>
<td></td>
<td>Dorothy Herbert (Coordinator)</td>
</tr>
<tr>
<td>Interior Health</td>
<td>250-469-7070 ext 12195</td>
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<tr>
<td></td>
<td><a href="mailto:Dorothy.Herbert@interiorhealth.ca">Dorothy.Herbert@interiorhealth.ca</a></td>
</tr>
<tr>
<td></td>
<td>Website:</td>
</tr>
<tr>
<td></td>
<td><a href="https://www.interiorhealth.ca/sites/Partners/Research/Pages/Research-Ethics-Board.aspx">https://www.interiorhealth.ca/sites/Partners/Research/Pages/Research-Ethics-Board.aspx</a></td>
</tr>
<tr>
<td>Island Health – Health</td>
<td>E. Sarah Bennett (Research Ethics and Compliance Manager)</td>
</tr>
<tr>
<td></td>
<td>Performs triage of all incoming PREP applications</td>
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<tr>
<td></td>
<td><a href="mailto:Elizabeth.bennett@viha.ca">Elizabeth.bennett@viha.ca</a></td>
</tr>
<tr>
<td></td>
<td>25-370-8095</td>
</tr>
<tr>
<td></td>
<td>*Dawn Pollon (Ethics Coordinator)</td>
</tr>
<tr>
<td></td>
<td>250-519-5300 ext 36212</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dawn.pollon@viha.ca">dawn.pollon@viha.ca</a></td>
</tr>
<tr>
<td></td>
<td>[*]cc <a href="mailto:Kimberly.Horie@viha.ca">Kimberly.Horie@viha.ca</a> on all of Dawn’s correspondence</td>
</tr>
<tr>
<td></td>
<td>Kim Horie (Operational Coordinator)</td>
</tr>
<tr>
<td></td>
<td>250-519-6726</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ResearchEthics@viha.ca">ResearchEthics@viha.ca</a></td>
</tr>
</tbody>
</table>
## Communication

### Who to contact from a partner institution

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact Person</th>
<th>Phone Numbers/Emails</th>
</tr>
</thead>
</table>
| Island Health – Clinical     | E. Sarah Bennett (Research Ethics and Compliance Manager) | performs triage on all PREP applications  
|                              | **Elizabeth.bennett@viha.ca**        | 250-370-8095                                             |
|                              | Karen Medler (Coordinator)           | 250-519-5300 ext 36207  
|                              | **Karen.medler@viha.ca**             |                                                          |
|                              | Joy (Joey) Pearson (Administrator)   | 250-519-5300 ext 36210  
|                              | **joy.pearson@viha.ca**              |                                                          |
| Simon Fraser University      | Kim Lajoie (Officer)                 | **klajoie@sfu.ca**  
|                              |                                     | 778-782-6785                                               |
|                              | If unavailable, email               | **dore@sfu.ca**                                            |
| UBC Behavioural              | Maria Valente (Primary Harmonized Contact)  
|                              | Review Coordinator                   | 604-827-5112  
|                              | **Maria.Valente@ors.ubc.ca**         |                                                          |
|                              | Anita Lillquist (Harmonized Contact if Maria is unavailable)  
|                              | Review Coordinator                   | 604-827-5597  
|                              | **anital@mail.ubc.ca**               |                                                          |
| UBC Clinical                 | Pia Ganz (Manager)                   | 604-875-4149  
|                              | **pia.ganz@ors.ubc.ca**              |                                                          |
## Communication

**Who to contact from a partner institution**

<table>
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<tr>
<th>Institution</th>
<th>Contact Person</th>
<th>Phone Number</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td>UBC – BC Cancer</td>
<td>Naama Rozen (REB Coordinator)</td>
<td>604-877-6289</td>
<td><a href="mailto:reb@bccancer.bc.ca">reb@bccancer.bc.ca</a></td>
</tr>
<tr>
<td>UBC -Children’s and Women’s</td>
<td>Jennie Prasad (Manager)</td>
<td>604-875-2441</td>
<td><a href="mailto:jprasad@bcchr.ubc.ca">jprasad@bcchr.ubc.ca</a></td>
</tr>
<tr>
<td>UBC-Okanagan</td>
<td>Lisa Shearer (Associate Manager)</td>
<td>250-807-8289</td>
<td><a href="mailto:lisa.shearer@ubc.ca">lisa.shearer@ubc.ca</a></td>
</tr>
<tr>
<td>UBC / Providence Health Care</td>
<td>Julie Hadden (Manager)</td>
<td>604-682-2344</td>
<td>ext 63496 <a href="mailto:julie.hadden@ubc.ca">julie.hadden@ubc.ca</a></td>
</tr>
<tr>
<td>University of Northern BC</td>
<td>Primary contact: <a href="mailto:reb@unbc.ca">reb@unbc.ca</a></td>
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</tr>
<tr>
<td></td>
<td>Isobel Hartley (Research Ethics Officer)</td>
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<td><a href="mailto:Isobel.Hartley@unbc.ca">Isobel.Hartley@unbc.ca</a></td>
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<tr>
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<td>250-960-6735</td>
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<tr>
<td></td>
<td>Tracy Wilson (Office of Research Administrative Assistant)</td>
<td></td>
<td><a href="mailto:tracy.wilson@unbc.ca">tracy.wilson@unbc.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>250-960-5852</td>
<td></td>
</tr>
<tr>
<td>University of Victoria</td>
<td>Eugenie Lam (Coordinator)</td>
<td>250-472-5202</td>
<td><a href="mailto:hrethics@uvic.ca">hrethics@uvic.ca</a></td>
</tr>
<tr>
<td></td>
<td>Kenna Miskelly (Facilitator)</td>
<td>250-472-5555</td>
<td><a href="mailto:hre@uvic.ca">hre@uvic.ca</a></td>
</tr>
<tr>
<td></td>
<td>Jeta Rugova-Plakolli (Liaison)</td>
<td>250-472-4545</td>
<td><a href="mailto:ethics@uvic.ca">ethics@uvic.ca</a></td>
</tr>
<tr>
<td>Northern Health</td>
<td>Tanis Hampe (Regional Manager)</td>
<td>250 649-7557</td>
<td><a href="mailto:Tanis.Hampe@northernhealth.ca">Tanis.Hampe@northernhealth.ca</a></td>
</tr>
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</table>
Manual Updates

This manual is a living document and will be updated periodically. Please do not hesitate to give your feedback. All feedback and requests for additional sections, should be forwarded to Paola Pinto Vidal at pvidal@bcahsn.ca

Thank you for your feedback!