

# BCCA Department Approval of Research Ethics Applications for Submission to the BCCA REB

## I. GENERAL INFORMATION

**RISe:** The Researcher Information Services (**RISe**) system (<http://rise.ubc.ca>) is the only method that can be used to provide department approval of new research ethics applications. Applications submitted to the BCCA REB must first be approved by a BCCA Department Head (or their alternate) in the RISe system.

When a researcher submits a project in RISe, the system will automatically route the application to the Department that the researcher selects. This will move the application from its "Pre-Submission" state to "Department Review".

It is recommended that Department Heads advise researchers in their Department to submit their applications in advance of the REB deadline to allow enough time for the Department Head to review and approve an application (for example 3 days prior to an REB deadline).

*Note: The REB is not aware when studies are in "Department Review" and does not track, and is not responsible for obtaining Department Approvals.*

## II. HOW WILL YOU KNOW WHEN A STUDY REQUIRES DEPARTMENT APPROVAL?

**Email Notification:** Only the Department Head and their Admin. Assistant will receive an email notification from RISe when a study requires Department review/approval in RISe. **It is the Department Head and their Admin. Assistant's responsibility to notify Alternates** and must establish their own internal processes as to how they notify an Alternate when needed. **If you receive an email notifying you that there is an application in the RISe system for you to review as the Department Reviewer**, please be aware that application is not routed to the REB until the Department Head or one of their Alternates approves the project by logging into the RISe system to review and approve the application.

## III. WHO CAN PROVIDE DEPARTMENTAL APPROVAL?

**Department Head:** RISe can be programmed with the name of one Department Head and their Admin Assistant, and up to 4 alternate department approvers.

**Alternate:** Alternates should NOT approve a study unless the Department Head or their Admin Assistant has notified them to do so because the Department Head is either unavailable or has a conflict of interest. Alternates can view all studies that are received for Dept. approval, or those already approved, by logging into RISe and on their home page click on their role as **Dept/Div Reviewer**.

### **To change the Department Head, their Admin Assistant, or Alternate**

The Department Head may request the addition or change of the Department Head or their "alternate Department reviewers" by sending an email, or any other questions to the BCCA Research Ethics Board [reb@bccancer.bc.ca](mailto:reb@bccancer.bc.ca)

## IV. CONFLICT OF INTEREST

**The Department Head who approves the project for the department must not be a PI or co-investigator on the study, or have any other form of conflict of interest on the project.** If the Department Head is submitting an application and is the Principal Investigator for the project, they must select "**BCCA Admin**" for Dept. Approval. If they are a Co-investigator, the application should be submitted to their own department, and the Admin Assistant should notify an Alternate Department Reviewer who is not a co-investigator on the study to review the application.

## V. HOW TO REVIEW/APPROVE STUDIES FOR THE DEPARTMENT

- Log into RISe (<http://rise.ubc.ca>)
- **Change Role:** RISe has "roles" which are assigned to each user. Some users have more than one role. Your "roles" are displayed on your homepage on the top left side. In order to see studies pending your department approval, you will need to change your role to "**Dept/Div Reviewer**"
- Studies pending department approval will be under the "**inbox**" tab

- Open the study (from the activities list on the left – select "**Application-Review/Print**" format) to review in one screen. Documents submitted with the application are in View 9. Close the application after review to return to the Study Homepage.
- Select one of the following from the "Activities" on the left side of the 'study' homepage:
  - **Approve by Department** (a text box will appear to send a note to the REB, then click OK to send to REB for review.)
  - **Changes Required by Department** (a text box will appear to send a note to the PI, then click OK to send back to the PI for changes and once completed resend the application for Department Review.)
  - **Incorrect Department for Approval** (a text box will appear to send a note to the PI, then click OK to send. This will route the application back to the PI to submit to a different department)
- Once a study has Department approval the state (shown in a box at the top left) changes from "**Department Review**" to "**REBA Screening**" which means that it has been sent to the BCCA REB. The study will move from your "inbox" to your "**Human Ethics tab**" where you may view all studies approved by your Department when you are in the Dept/Div Reviewer role.
- When all reviews are complete you may change your role back to "**PI & Staff**"

## VI. HELP?

**In RISE:** On your homepage – change your role to **Dept/Div Reviewer** you will see a tab in the middle of the page named "**Reports/User Tutorials**" This contains step-by step visual tutorials (PowerPoint slides or .pdf) on how to review/approve an application in RISE.

**BCCA REB Webpage:** A copy of this document is posted under the BCCA REB webpage see Help Documents (#3): <http://www.bccancer.bc.ca/RES/REB/rise.htm#Tips>

**Contact:**

BCCA REB office by email to: [reb@bccancer.bc.ca](mailto:reb@bccancer.bc.ca), or call 604-877-6283, or  
 RISE Support Desk by email to: [risesupport@ors.ubc.ca](mailto:risesupport@ors.ubc.ca) or call 604-878-7473