



IMPORTANT NOTICE

Date: November 23, 2006

To: Researchers and research staff who submit applications to the BCCA Research Ethics Board

From: Joseph Connors, M.D., Chair, UBC BCCA Research Ethics Board

1. **"IMPORTANT" Queue For New Submissions**

There is only one meeting in December (December 12th) and due to a large number of new submissions for the November 28th meeting, the overflow has filled the December 12th meeting and half of the January 9th meeting. New submissions are now being scheduled either for January 9th or later once it reaches capacity. If the meeting you are submitting to is full, the REB will notify you by email. The REB is implementing measures to increase the number of studies considered at each meeting. This will mean that some studies are returned prior to review because of obvious deficiencies rather than keeping their place in the queue. Careful attention to the [Consent Template](#) and to the following items will reduce the time the REB needs to spend on each proposal and allow us to improve efficiency.

1. For clinical trials' consent forms always include a statement of the standard treatment at BCCA and the expected likelihood and duration of response.
2. Remember to address the issue of re-imburement for incidental expenses. The Consent Template gives clear instructions about this.
3. In pilot or exploratory studies always include the following
 - a. Which specific observations will be used to do the core analysis?
 - b. What specific criteria will be used to determine if this is a successful pilot?
These criteria should be clearly identified.
 - c. Why have these criteria been chosen?
 - d. How will these criteria be analyzed?
 - e. What statistical tests will be employed in this analysis?
 - f. How and why was the number of subjects (sample size) chosen?

2. **2007 REB Meeting Schedule now available**

The 2007 REB meeting schedule is now posted on our BCCA REB web page.
<http://www.bccancer.bc.ca/RES/REB/Mtgs.htm>

3. **Consent Templates Updated – November 22, 2006**

The BCCA REB main consent template has been updated. Please be sure to use the most current template for each submission. Consent templates are posted on our web page:
<http://www.bccancer.bc.ca/RES/REB/ConsentTempl.htm>

4. **"NEW" Annual Renewals for converted studies open to accrual.**

When you are submitting an annual renewal for a converted study, unless the consent document has been modified since RISE was implemented April 3, 2006, the current approved consent document will not be in section 9.2 of the application form. Therefore, if you are submitting an annual renewal for a converted study that is open to accrual, or will be open to accrual in the future, and the current approved consent document(s) are not in the RISE application in 9.2, please attach these to the Annual Renewal Coversheet under Question 1.2.2. (do not attach to the application and do not attach revised consent documents that have not been approved.)

5. **Name Change** (Bonnie Klimek now Bonnie Shields)

Bonnie Klimek, Mgr. BCCA REB has changed her last name to her new married name: SHIELDS. Bonnie's new email address is: bshields@bccancer.bc.ca, However, for all queries related to a specific REB project or access issues for RISE, please use the REB email address: reb@bccancer.bc.ca (see below).

6. **"REB" Email Address**

Email queries regarding ethics submissions or access to RISE should use the REB email address listed under the BCCA global address directory name “**Research Ethics Board-BCCA**” reb@bccancer.bc.ca

Please do not send these types of queries to individual REB staff email addresses.

The generic REB email address is checked frequently by all REB staff to ensure that you receive a reply. This facilitates the REB workflow and coverage during staff absences. The emails will be managed internally by the REB administrative staff.

Any email query for a study that has been submitted must include the REB number.

7. QUESTIONS

Please contact Bonnie Shields, Manager, UBC BCCA REB at reb@bccancer.bc.ca (604-877-6284) or myself at jconnors@bccancer.bc.ca 604-877-6000 x 2746.

Thank you for your attention,
Joseph M Connors, MD
Chair, UBC BCCA REB