



IMPORTANT NOTICE

Date: December 19, 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. **Please note the BCCA REB office will be closed from December 25 – January 1 inclusive.** If urgent, contact Dr. Joseph Connors jconnors@bccancer.bc.ca or 604-877-6000 L. 2746

2. **"IMPORTANT" Queue For New Submissions for 2007**

New submissions are already tentatively being scheduled for the meetings in **February 2007**. If the meeting you are submitting to is full, the REB will notify you by email.

Reminder: The REB continues to implement measures to increase the number of studies considered at each meeting. To do this the REB must insist that submissions be complete and follow the instructions provided on our website and in the consent templates. In fairness to those who submit projects that fully properly written deficient submissions will be 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 must 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-imbursement 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. **"New" Designate Co-investigators with Signing Authority In RISE**

To avoid delays in submission of amendments or other updates of research projects the Principal Investigator (PI) may now designate one or two co-investigators to act as "co-investigators with full signing authority" to submit post-approval activities to the Research Ethics Board in RISE. This can only be done after the study is approved and only the PI can designate these "co-investigators with full signing authority" or change them in RISE.

It is important to emphasize that the PI will continue to be entirely responsible for the research study. The PI must ensure that designated "co-investigators with full signing authority" are totally conversant with all aspects of the study. This option may be particularly helpful in situations where the PI is absent for a short time. However if the PI will be away for longer periods the REB would expect to be formally notified of a change of PI.

Help Document: "[Designate Co-investigators with Signing Authority in RISE](#)" is posted on our BCCA REB [RISe](#) web page under "Help Documents".

3. **"New" Conflict of Interest for BCCA Department Heads and Alternate Dept. Reviewers.**

The UBC Office of Research Services has advised all UBC REBs that projects submitted by a Department Head who is also the PI may NOT provide the Department Approval themselves, nor

may they ask one of their Alternate Department Reviewers as either of these actions are a conflict of interest. Therefore, please note the following:

If you are a Department Head and PI for a study, you must select “**BCCA Admin**” in RISE for Dept. Approval of that study. Dr. Susan O’Reilly is delegated as the Department Reviewer for “**BCCA Admin**”.

If you are a Department Head and a co-investigator on a study being done in your Department, you may ask one of the Alternate Dept. Reviewers to review/approve the study

Alternate Department Reviewers should not approve studies for which they are either a PI or co-investigator. Such studies should be submitted to the Department Head or in their absence, may be reviewed/approved one of the other Alternate Department Reviewers within the Department.

Help Document: “[BCCA Department Head & Alternate Reviewer Instructions](#)” is posted on our BCCA REB [RISe](#) web page under “Help Documents” .

4. Help Documents for Submissions to BCCA REB Using RISE

A [Quick Reference Guide for Submissions to the BCCA REB Using RISE](#) is now posted on our BCCA REB [RISe](#) web page under the “Help Documents” . Additional help documents will be added when available.

5. "REB" Email Address

Reminder: 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.

6. 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