



## IMPORTANT NOTICE

**Date:** August 8, 2007

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

**From:** George Browman, M.D., Chair, UBC BCCA Research Ethics Board

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1. **New studies requiring full board review are now being scheduled for September 11.**

**Reminder: There is no REB meeting August 14.**

Although the next full board meeting is scheduled for August 28, 2007, this meeting has already reached its capacity for "new studies" which are now being forwarded to the September 11<sup>th</sup> meeting.

You can check the full board meeting capacity for new studies on the REB meeting schedule posted on our webpage: <http://www.bccancer.bc.ca/RES/REB/Mtgs.htm>

*Note: The REB will make every effort to ensure that annual renewal applications are reviewed and priority will be given to amendments that the REB is notified of having a clinical urgency.*

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2. **Expired Studies (Important)**

It is the Principal Investigator's responsibility to ensure that renewals are submitted prior to expiry. It is also the Principal Investigator's responsibility to ensure that funding or contractual obligations relating to ethics approval are met.

**Principal Investigators please do the following:**

Please check your RISe homepage under your "in-box" tab for "Expired" studies and follow-up on these as soon as possible.

**If The Project Is Ongoing:**

Submit a "Post-Approval Activity" application in RISe for a "Request for Annual Renewal"

**If The Project Is Completed:**

Submit a "Post-Approval Activity" application in RISe for a "Completion Notice" (Be sure to explain the reason for the study closure.) Once the REB acknowledges the completion notice, the study will automatically be listed in RISe as "terminated" under your "inactive" tab on your RISe homepage.

**Reference:** Requirements for Annual Renewal are posted on our webpage:

<http://www.bccancer.bc.ca/RES/REB/AR.htm>

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3. **Summer Vacations**

Reminder: Once a study has REB approval a Principal Investigator may designate up to two "co-investigators with signing authority" who may submit applications on their behalf in RISe. This does not require submission to the REB, however, only the PI has access to designate these individuals from the list of approved co-investigators in the application.

Instructions: [Help Document #4](#)

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**4. RISE Downtime**

The RISE programmers are working diligently to improve the system's performance. In order to do this there will be periodic RISE system outages (downtime) and every effort is being made to minimize these as much as possible.

**Until September 30<sup>th</sup>** the RISE system will routinely be unavailable during the following times:

**Monday to Friday: 3:30 a.m. – 7:00 a.m.**

**Saturdays and Sundays: 3:30a.m. – 11:00 a.m.**

**Any additional planned outages (dates and times) will be posted by the RISE programmers on the RISE Welcome page to provide as much advance notice to users as possible.**

On behalf of the RISE programmers we apologize for any inconvenience and thank you for your patience.

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**5. All RISE Users; please check your profile in RISE to ensure your email address is correct.**

On your RISE homepage, click on your name in the top right corner, this will take you to your profile. If you edit information be sure to click "**apply**" at the bottom of the page to save any changes.

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**6. QUESTIONS**

If you have questions or concerns, please contact Bonnie Shields, Manager, UBC BCCA REB  
email: [reb@bccancer.bc.ca](mailto:reb@bccancer.bc.ca) or phone (604-877-6284)

Thank you for your attention,

George Browman, MD  
Chair, UBC BCCA REB