



IMPORTANT CHANGES

Date: November 29, 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

1. The REB Office is closed December 24 – January 1 inclusive.

Reminder: There is only one meeting in December

Full Board Meeting: December 11

Deadline: November 30, 2007

Important Note re Annual Renewals:

In 2008 the REB full board meeting schedule is changing to one meeting per month (details in Item #2).

If your study expires:

Prior to January 22

Between January 22 and February 26

After February 26

If the renewal requires Full Board review:

submit the renewal by November 30 for December 11*

submit the renewal by January 2nd for January 22

refer to the 2008 meeting schedule below

*Renewal applications received after the November 30th deadline for the December 11th meeting will be accepted up to Friday December 7th. For studies that expire between December 11 and January 22nd, the REB will provide an automatic extension of one month and a statement of explanation from the REB will be added to the certificate of annual renewal when issued.

2. NEW SCHEDULE: ONE FULL BOARD MEETING PER MONTH

The REB is required to process an increasing number of submissions (expedited or full board review) of new studies, amendments, annual renewals, and acknowledgments within tight deadlines while providing quality reviews, facilitating researchers with their submissions, stay apprised of current regulatory policies, maintain an auditable record of these communications, provide statistical and financial information when required, and accomplish this with consistency, clarity, and transparency for all stakeholders. The current schedule is not sustainable in order for the BCCA REB to continue to be a viable component of the BCCA.

Effective January 2008, the REB full board meeting schedule will change from twice monthly meetings to one full board meeting per month. **The same number of studies will be reviewed by the full board (approximately 12 new full board studies per month) plus amendments and annual renewals.** The only change is that this will be done once a month and this should also result in shorter turnaround times for decisions from the full board to be sent to researchers. Overall, this will allow the REB to meet the growing demand, shorten turnaround times, implement improvements, and increase efficiency that will benefit everyone.

2008 New Schedule:

2008 Full board meetings: 4th Tuesday of each month.

Exception: December 2008 meeting will be December 9, 2008

2008 Deadlines: 1st Tuesday of each month

Exceptions: December 2008 Deadline will be November 18, 2008

If the deadline falls on a Statutory Holiday the deadline is the next day.

Annual Renewals:

- Annual Renewals requiring full board approval should be submitted 2 months in advance to ensure that they will be reviewed at a full board meeting prior to their expiry date.
- Annual Renewals requiring expedited review should be submitted 2 weeks prior to expiry.

3. **Please note that researchers must first submit the electronic application for a new study to his or her BCCA department head for approval.** The submission deadlines given below are the dates the application must reach the Research Ethics Board. Researchers are advised to submit new study applications at least 3 days or more in advance of the REB deadline dates to allow time for the department head to review/approve the application. The application is not routed to the REB until the Department Head "approves" the application in the RISE system.

2008

Submission

Deadline	Meeting Date
January 2	January 22
February 5	February 26
March 4	March 25
April 1	April 22
May 6	May 27
June 3	June 24
July 2	July 22
August 5	August 26
September 2	September 23
October 7	October 28
November 4	November 25
November 18	December 9
January 6, 2009	January 27, 2009

Meeting dates may be rescheduled or cancelled at the discretion of the REB.

The schedule will be posted on the BCCA REB webpage:

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

4. **QUESTIONS**

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

Thank you for your attention,

George Browman, MD
Chair, UBC BCCA REB