



IMPORTANT UPDATES

Date: September 14, 2009

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. **New** **Dr. Lee Ann Martin Appointed UBC BCCA REB Vice-Chair effective September 1, 2009**

We are pleased to announce the appointment of our current UBC BCCA REB member Dr. Lee Ann Martin as UBC BCCA REB Vice-Chair effective September 1, 2009. Dr. Martin is a Medical Oncologist and recent Head of Systemic Therapy at the BC Cancer Agency – Fraser Valley Centre. Dr. Martin has been a committee member of the UBC BCCA REB since August 2008. As an experienced medical oncologist with a degree in psychology and expertise in both clinical and behavioural research, Dr. Martin is well suited to this position. Dr. Martin's experience and her pragmatic approach to challenging issues will further enhance the role that the REB plays in helping to advance the research ethics process. We look forward to working with Lee Ann in her new role.

2. **Updated** **REB Membership**

In addition to the above, the BCCA REB membership list has been updated with recent changes. Membership lists (current and past) and the history of changes are posted on our webpage: <http://www.bccancer.bc.ca/RES/REB/members/default.htm>

3. **New** **Effective October 1, 2009 - REB Review Fee Non-Refundable**

The REB Review Fee (\$3,000) applies only to projects sponsored by a for-profit entity. Due to prolonged delays in payment and studies being withdrawn after REB review, the REB Review Fee will be non-refundable for new studies reviewed on or after October 1, 2009. A full refund will be provided upon request, if payment has been received and the study is withdrawn prior to the initial REB review.

Note: If payment has not been received at the time that the REB issues approval (based on contract language), the REB reserves the right to withhold review of any subsequent submission of amendment or renewal until the fee is paid in full.

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

4. **New** **Guidelines for Identification and Initial Contact of Potential Research Subjects**

Permission for obtaining contact information for potential research subjects, the method of contact used, and how they are approached with solicitation to participate in research must be done with appropriate approval. Initial contact must be done without coercion and must at all times protect the potential subject's privacy and confidentiality. Guidelines are now posted regarding these activities (i.e. use of databases and required elements for Initial Contact Letters).

Click on [Guidance for identification & initial contact of potential research subjects](#)

or go to our REB web page: <http://www.bccancer.bc.ca/RES/REB/ConsentTempl.htm>

5. **Updated** **BCCA REB Guidelines (See Appendix 1)**

The UBC affiliated REBs have agreed to keep research oversight processes as consistent as possible, however, some requirements may vary. Several guidelines from the UBC CREB website have been copied and edited to reflect BCCA REB specific guidelines/policies or process, and are

now posted on our BCCA REB web pages. A summary of recently updated and posted information with links are provided in [Appendix 1](#) of this document.

6. Contacting the BCCA REB

Please use our generic REB email address: reb@bccancer.bc.ca quoting your REB number (i.e., H0x-xxxxx).

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

7. QUESTIONS

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

A copy of this update is posted on the REB homepage under Current and Past Updates: <http://www.bccancer.bc.ca/RES/REB/default.htm#New>

Thank you for your attention,
George Browman, MD
Chair, UBC BCCA REB

Summary of Information Recently Updated or Posted to BCCA REB Website

Yellow highlights - new items

Purple highlights – guidelines copied from UBC CREB website, edited to reflect specific BCCA guidelines/policies and now posted on BCCA REB website.

REB Webpage	Information Recently Updated or Posted
BCCA REB Homepage	 Memo re Certificates of Approval and Electronic Signatures (July 1, 2009)
Policies	Policies: Re Certificates of Approval and Electronic Signatures (July 1, 2009) Policies: Re REB Review Fee – Non Refundable (Oct 1, 2009)
Members	 BCCA REB Membership List (Sept 1, 2009) &  History of Changes (Sept 7, 2009)
Federal Wide Assurance (FWA)	OHRP IRB Assurance Expiry Date Updated (Updated IRB Expiry Date)
RISe Tips and Help	 Post Approval Activity (PAA) Nickname
New Applications	Does my project require REB approval?  Characteristics of a Project (June 17, 2009)  Guidance for US affiliated studies (June 29, 2009)  Guidance for Tissue Banks V1-March 2005 (unedited from UBC CREB website)
Amendments	 Guidance for Amendments (May 6, 2009)
Annual Renewals	 Guidance for Annual Renewals (May 28, 2009)  Guidance For Notification Of Study Closure (May 7, 2009)  Quick Reference Guide for Annual Renewal & Completion of Study (July 14, 2009)
Acknowledgements	 Guidance for Requests for Acknowledgement (May 12, 2009)  Guidance for Reporting Protocol Deviations (May 28, 2009)  Quick Reference Guide for submission of SAES, Safety Letters and IB (June 12, 2009)
SAE Reporting	 Guidance For SAE Reporting (May 12, 2009)
Consent Templates	 Guidance for identification & initial contact of potential research subjects (July 30, 2009)  Guidance for Tissue Collection and Banking (Feb 11, 2009) unedited from UBC CREB website.