



University of British Columbia – Children's & Women's Research Ethics Board

#### UBC C&W Research Ethics Board

Room A2-141A  
950 West 28th Avenue  
Vancouver, B.C. V5Z 4H4  
Tel: (604) 875-3103  
Email: [cwreb@bcchr.ubc.ca](mailto:cwreb@bcchr.ubc.ca)  
Website: [www.phsa.ca/researchethics](http://www.phsa.ca/researchethics)  
RISe: <https://rise.ubc.ca>

## Fee Policy

The UBC C&W REB has two fees: initial review and annual renewal fees. A fee for ethical review only applies only to research studies sponsored by industry (i.e., pharmaceutical, biological or medical device company) or any other for-profit organization.

The protocol, investigator's brochure, and provision of drug/device supplies, contract, etc. will be reviewed by the REB when considering whether fees will apply. It is the responsibility of the Primary Investigator to ensure that terms relating to payment of REB fees are negotiated and incorporated in relevant agreements (e.g., the Clinical Trial Agreement 'CTA') and budgets. In the event REB fees were not negotiated and/or incorporated in relevant agreements, the PI and/or department will be responsible for paying REB fees.

Fees are waived for the following:

- Studies funded by not-for-profit agencies;
- Studies receiving a grant-in-aid – normally an investigator-initiated study with partial funding with no data returned to the sponsor in any form or manner (e.g., supply of drugs or devices or a very limited amount of funding from an industry sponsor);
- Studies funded by a grant (e.g., Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council of Canada (NSERC) and National Institutes of Health (NIH));
- Studies that are funded internally (e.g., by department) or not funded.

### **Initial Review Fee (for sponsored studies only)**

This fee covers the cost of submission and the initial review of the new application regardless of the outcome of the review.

- **\$5,000 CAD** for all new applications

The UBC C&W REB Office will issue an invoice once your research project has been submitted on RISe.

**Note that the Certificate of Approval will not be released until the review fee has been received.**

### **Annual Renewal Fee**

The annual renewal fee applies to projects that are sponsored in whole or in part from a for-profit entity. This fee covers the cost of the annual renewal and other on-going oversight, including amendments and unanticipated events.

- **\$1,500 CAD** for all annual renewals

The UBC C&W REB Office will issue an invoice once your renewal post approval activity (PAA) has been submitted on RISe. **Note that the Renewal Certificate of Approval will not be released until the review**



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**fee has been received.** If an application expires pending renewal, it will stay in the expired state until the review fee has been paid and the certificate has been released.

The REB will discontinue renewal fees once a study is completed and a "Completion of Study" notice is submitted in RISe and acknowledged by the REB. Until that time, a project must maintain a valid ethics approval, submit a request for renewal annually, and pay the fee.

**Note that if you have outstanding fees, no new REB reviews will be undertaken and no approvals will be processed until your account is brought into good standing.**

**\*Note** that these fee amounts apply to all **new applications** submitted *after* September 1, 2025. All privately sponsored studies submitted *prior* to September 1st, 2025 will continue to be charged the ethical review fees of **\$3,500** for initial approval and **\$750.00** for annual renewals and studies submitted *prior* to April 1st, 2019 will continue to be charged the ethical review fees of **\$3,000** for initial approval and **\$500.00** for annual renewals.

#### MECHANISM FOR SUBMITTING THE FEE

##### **Internal transfer from a C&W or PHSA account**

Please return a copy of the invoice with the C&W or PHSA cost centre information as indicated and signatures from the appropriate authorizing signatory to the REB office.

##### **Cheque**

- **Payable to:** Provincial Health Services Authority
- **Amount:** \$5000.00 CAD (for initial review) or \$1500.00 CAD (for annual renewal)
- **Reference:** REB number (HXX-XXXXX), UBC C&W Research Ethics Board, Attention: Manisha Sangha
- **Mail to:** Room A2-141A, 950 West 28th Avenue, Vancouver, BC V5Z 4H4, Canada

Attach a copy of the invoice and include the REB number (HXX-XXXXX) as a reference.

*For a current statement of your fee account or other specific queries relating to REB fee payment, please contact:*

Manisha Sangha  
Administrative Coordinator, UBC C&W Research Ethics Board  
[Email](mailto:manisha.sangha@ubc.ca) | 604-875-3103