



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

#### UBC C&W Research Ethics Board

Room A2-141A

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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>

## Tip sheet for where to start!

*The basic steps for preparing to submit an ethics application are provided below. RISe (Research Information Systems) is the platform used for all UBC ethics applications and multi-jurisdictional (harmonized) ethics applications. Links to additional resources are also provided.*

**Before submitting:** Check whether your project requires REB review. Only research projects should be submitted for ethical review. Quality assurance projects and program evaluations are not considered research and do not require review by an REB. Intention to publish the findings is not the litmus test for determining whether something is research or quality assurance. The [PHSA Project Sorting Tool](#) may be helpful in determining whether your project qualifies as Quality Improvement or Evaluation.

If there is any doubt as to whether your research requires review, we recommend that you consult with the REB first. *Note that none of UBC's affiliated REBs will review or acknowledge research that has already been conducted.*

### Ready to start?

**Step 1:** Determine your REB. The REB will depend on your research site and your affiliation/appointment, more information can be found [here](#).

**Step 2:** All researchers and study personnel must have a Campus Wide Login (CWL), Password and a 'Researcher Number'. Do you have a Campus-Wide Login (CWL) account? If not, go to [CWL Account Signup](#).

**Step 3:** If you do not already have one, register for a [RISe account](#). *Note that all Students, staff and principal investigators at PHSA and UBC are required to take the online TCPS 2 Tutorial Course on Research Ethics (CORE) before submitting an REB application. The link can be found [here](#). Please ensure RISe profiles have been updated with TCPS completion dates accordingly.*

**Step 4:** Confirm who will act as PI (Principal Investigator) for this project.

**Step 5:** Login to the [RISe website](#) using your CWL login and password.

**Step 6:** Create and complete your application. Under the heading **Create** on the left-hand side of the screen, click on the Human Ethics button. This will open a new application form. You can save and exit the application at any time while it is in progress.

**Step 7:** Before submitting, do a final check. Ensure all study documents have been uploaded accordingly.



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**Step 8:** Submit the application. ***Note that only the Principal Investigator will be able to submit the application.***

### Department Review

After submitting, a department approver will review and confirm the application is complete. When the department reviewer has approved, the application will be pushed to the REB inbox for screening and review.

***Please note that department review may take several days.*** If your study requires full board review (is above minimal risk), it is the principal investigator's responsibility to ensure that their department head has been notified of the application and ensure that departmental approval has been received prior to the deadline for submission. Submissions must be received by 4:30 p.m. on the due date. Researchers are required to have their completed ethics application - including departmental approval - submitted to the UBC C&W REB prior to the submission deadline. **Any submissions received after this time will be reviewed at the following month's meeting.** Meeting dates and deadlines can be found on the [REB website](#).

**Still have questions? Send us an [email](#)!**

### Quick Links

The [C&W REB website](#) includes more information, including news and announcements, guidance documents, resources, and templates.

More information on creating an ethics application and RISe Application guidance notes. [Behavioural](#) and [Clinical](#).

Questions about a [multi-jurisdictional research study](#) and/or using REB Exchange ([REBX](#)).

Guidance on submitting post approval activities (PAA) – amendments, annual renewals, etc. after initial approval. [Behavioural](#) and [Clinical](#).