



Michael Smith
**Health
Research BC**
RESEARCH ETHICS BC

Email Notification Breakdown

New REBA CoP

March 2022



QUESTION:

What are the differences in the email notifications from when you are assigned as a partner board, vs. assigned for harmonized review vs. harmonized review complete vs. PAA approval – and what are the actions that correspond with the emails?

Initial Applications

Action: Harmonize



Harmonize

Assign for Harmonized Review

MJ Reviewer Comments

Viewing/Printing

Application - Full

Application - Review/Print

Return to My Home

- Example study
 - UBCO Board of Record
 - Interior Health and the University of Victoria are partner boards
- Application comes in – UBCO Harmonizes
 - UBCO still needs to review
 - IHA and UVIC have access to application and get auto email
- Note: Application may not be assigned for harmonized review (in cases of specialized boards)

Email Notification: Selected as a Partner Board

Subject: New Harmonized Human Ethics Study Assigned

THE UNIVERSITY OF BRITISH COLUMBIA

To: • To: the partner boards
Date: • Meaning: added as a partner board
Subject: • Action: none


This is an automatically generated email. Please do not reply.

This is a notification to inform you that you have been selected as a Partner for the above UBC Research Application, as part of the BC Ethics Harmonization Project.

If you have any technical questions about RISE please contact the RISE Helpdesk at risesupport@ors.ubc.ca or 604-878-7473.

Action: Assign for Harmonized Review

 Harmonize

 Assign for
Harmonized
Review

 MJ Reviewer
Comments

Viewing/Printing

Application - Full

Application -
Review/Print

[Return to My Home](#)

- Example study
 - UBCO (board of record) review complete, ready for partner board comment
- UBCO Assigns for Harmonized Review
 - IHA and UVIC get auto email
 - IHA and UVIC need to review (i.e. follow their REB review steps)
- Note: Always use MJ Reviewer Comments and Harmonized Review Complete

Email Notification: Assigned for Harmonized Review

Subject: Human Ethics Study Awaiting Review

THE UNIVERSITY OF BRITISH COLUMBIA

To:

Date:

Subject:

- To: the partner boards
- Meaning: ready for partner board review
- Action: conduct staff/REBA review, assign for REB review (delegated or full), post comments using MJ Reviewer Comments

This is an automatically generated email. Please do not reply.

This is a notification to inform you that you have been selected as a Partner for the above UBC Research Application, as part of the BC Ethics Harmonization Project.

Please take the following steps to review this study:

- Log on to RISE at <http://rise.ubc.ca/rise> using your Campus Wide Login (CWL)
- Select the above study under the 'My Inbox' tab on your RISE Homepage
- Once you have selected the study, click the 'Application – Full' under section 'Viewing/Printing' on the left side of the page to review the study
- Once you have reviewed the study click the 'MJ Assign Reviewers' button on the left to assign reviewers

If you have any questions regarding the procedure in RISE please contact your local REB Administrator.

If you have any technical questions about RISE please contact the RISE Helpdesk at risesupport@ors.ubc.ca or 604-878-7473.

Action: Harmonized Review Complete



The screenshot shows a sidebar menu with the following items:

- Harmonized Review Complete** (highlighted in light blue)
- MJ Assign Reviewers
- REBA Incorrect Study Type
- Viewing/Printing**
- Application - Full
- Application - Review/Print
- [Return to My Home](#) (button)

- Example study
 - IHA and UVIC reviews complete, ready for provisos to research team
- IHA and UVIC click Harmonized Review Complete when done reviews
 - UBCO gets auto email that harmonized review is complete
- Note: This notification is very useful for the board of record, but relies on all the partner boards to click this step

Email Notification: Harmonized Review Complete

Subject: Harmonized Reviews Completed by All Partner Committees

THE UNIVERSITY OF BRITISH COLUMBIA

To: • To: board of record
Date: • Meaning: all partner boards have commented
Subject: • Action: application ready to be sent out with provisos or approved, etc.

This is an automatically generated email. Please do not reply.

This is a notification to inform you that all partner institutions have completed their review.

Please take the following steps to review this study:

- Log on to RISE at <http://rise.ubc.ca/rise> using your Campus Wide Login (CWL)
- Select the above study under the 'My Inbox' tab on your RISE Homepage
- Once you have selected the study, click the 'Application – Full' under section 'Viewing/Printing' on the left side of the page to review the study

Action: Approve

Activities

REBA Check Hospital Review

REBA Approve

REBA Provisos

REBA Enter Provisos

REBA Defer

REBA Reject

REBA REBA Comments

- Example study
 - UBCO, IHA and UVIC are ready to approve
- UBCO approves
 - IHA and UVIC get auto email

Email Notification: Study Approved

Subject: Study Approved

THE UNIVERSITY OF BRITISH COLUMBIA

- To:**
- To: partner boards
- Date:**
- Meaning: application that you are the partner board for has been approved by the board of record
- Subject:**
- Action: no action needed

This is an automatically generated email. Please do not reply.


This is a notification to inform you that this study has been approved.

If you have any technical questions about RISE please contact the RISE Helpdesk at risesupport@ors.ubc.ca or 604-878-7473.

PAAs

Action: Assign for Harmonized Review

 Harmonize

 Assign for
Harmonized
Review

 MJ Reviewer
Comments

Viewing/Printing

Application - Full

Application -
Review/Print

PAA Coversheet - Full

PAA Coversheet -
Review/Print

- Example amendment
 - UBCO Board of Record
 - Interior Health and the University of Victoria are partner boards
- Amendment comes in, UBCO reviews, decides to assign for Harmonized Review
 - IHA and UVIC get auto email
 - IHA and UVIC need to review (i.e. follow their REB review steps)
- Note: PAAs will not always be assigned for harmonized review

Email Notification: PAA Awaiting Review

Subject: Human Ethics Study Post Approval Activity Awaiting Review

THE UNIVERSITY OF BRITISH COLUMBIA

To: • To: the partner boards
Date: • Meaning: PAA ready for partner board review
Subject: • Action: conduct staff/REBA review, assign for REB review (delegated or full), post comments using MJ Reviewer Comments

This is an automatically generated email. Please do not reply.

This is a notification to inform you that you have been selected as a partner for the above UBC Research Application, as part of the BC Ethics Harmonization Project.

Please take the following steps to review this study:

- Log on to RISE at <http://rise.ubc.ca/rise> using your Campus Wide Login (CWL)
- Select the above study under the 'My Inbox' tab on your RISE Homepage
- Once you have selected the study, click the 'Application – Full' under section 'Viewing/Printing' on the left side of the page to review the study
- Once you have reviewed the study click the 'MJ Assign Reviewers' button on the left to assign reviewers

If you have any questions regarding the procedure in RISE please contact your local REB Administrator.

If you have any technical questions about RISE please contact the RISE Helpdesk at risesupport@ors.ubc.ca or 604-878-7473.

Action: Harmonized Review Complete



Harmonized
Review Complete



MJ Assign
Reviewers



Incorrect Study
Type

Viewing/Printing

Application - Full

Application -
Review/Print

PAA Coversheet - Full

PAA Coversheet -
Review/Print

- Example amendment
 - IHA and UVIC reviews complete, ready for provisos to research team
- IHA and UVIC click Harmonized Review Complete when done reviews
 - UBCO gets auto email that harmonized review is complete
- Note: This notification is very useful for the board of record, but relies on all the partner boards to click this step

Email Notification: Harmonized Review Complete

Subject: Harmonized Reviews Completed by All Partner Committees

THE UNIVERSITY OF BRITISH COLUMBIA

To:

- To: board of record

Date:

- Meaning: all partner boards have commented

Subject:

- Action: amendment ready to be sent out with provisos or approved, etc.

This is an automatically generated email. Please do not reply.

This is a notification to inform you that all partner institutions have completed their review.

Please take the following steps to review this study:

- Log on to RISE at <http://rise.ubc.ca/rise> using your Campus Wide Login (CWL)
- Select the above study under the 'My Inbox' tab on your RISE Homepage
- Once you have selected the study, click the 'Application – Full' under section 'Viewing/Printing' on the left side of the page to review the study

Action: Approve

Activities

REBA Check Hospital Review

REBA Approve

REBA Provisos

REBA Enter Provisos

REBA Defer

REBA Reject

REBA REBA Comments

- Example amendment
 - UBCO, IHA and UVIC are ready to approve
- UBCO approves
 - IHA and UVIC get auto email

Email Notification: PAA approval

Subject: Amendment/Renewal has been approved

THE UNIVERSITY OF BRITISH COLUMBIA

Providence Health Care Research Ethics Board
Office of Research Services
11th Floor - 1190 Hornby Street
828 West 10th Avenue
Vancouver, BC V6Z 1Y6
Tel: (604) 682-2344 ext. 63496 Fax: (604) 806-8568
E-mail: jhadden@providencehealth.bc.ca

- To:**
- To: partner boards
- Date:**
- Meaning: PAA that you are the partner board for has been approved by the board of record
- Subject:**
- Action: no action needed

This is an automatically generated email sent to the Principal Investigator and Primary Contact; Please do not reply.

The Post Approval Activity (PAA) for the application identified above was reviewed by the Research Ethics Board and has been approved.

For Renewals & Amendments:

Please click on the following link to view your approval certificate: [RISe](#)

- This link will take you to the RISe homepage whereby you must log on using your CWL login to access the above mentioned application
- Once you have gained access to the PAA Homepage, click the “View” link located next to the subheading, “PAA Approval Certificate” on the right side of the screen

Harmonize: This activity both confirms the BoR and provides user access to the other participating Partner Boards on the ethics application

Assign for Review: Available to Partner Boards that are not BoR, this activity is for assigning a reviewer to a study for their comments/provisos

Assign for Harmonized Review: This activity is for the BoR REBA to “push” the review to the participating Partner REBA’s inbox

Assign Provisos for Harmonized Review: Same activity function as “Assign for Harmonized Review” for UBC-affiliated boards

MJ Assign Reviewers: This activity is for the Partner board’s REBA to specify meeting dates and assign a study to a reviewer