



UBC Okanagan Behavioural Research Ethics Board

UBC Okanagan BREB

Tips for a Successful BREB Application

1. Be sure to consult the guidance notes and sample forms: <http://www.research.ubc.ca/ore/breb-forms-guidance-notes>
2. Standard wording to be included in consent form re concerns/complaints:
If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Services at 1-877-822-8598 or the UBC Okanagan Research Services Office at 250-807-8832. It is also possible to contact the Research Participant Complaint Line by email (RSIL@ors.ubc.ca).
3. Other notes regarding consent forms and recruitment notices:
All recruitment advertisements MUST conform to the BREB guidance notes (<http://www.ors.ubc.ca/ore/breb-forms-guidance-notes>). At a minimum, advertisements must include the following:
 - an explicit indication that it is “a UBC study”,
 - the official name (or the short name in RISE) of the study,
 - the PI’s or a Co-I’s name and affiliation,
 - and a contact number/email address/URL.Contact information for the study must be included (e.g. phone number, e-mail address or study URL);
Draft the form in the second person;
Do not include “the protocol has been approved by the UBC O Behavioural Research Ethics Board” to do so may imply that it is endorsed by the Board;
If recruiting using SONA, be sure to specify the SONA site—Psychology or Management. This is typically included in section 5.4, 6.5 and the consent form;
4. Make sure all participants and their roles are clearly identified in the application.
5. Check for consistency in your application and attached documents. E.g. Time allotted to complete survey/interviews, remuneration, course credits, etc.
6. Review your application and supporting documents for correct spelling and grammar.
7. Ensure that (all) institutional logos are included on all documents that are either public or to be provided to participants. The UBC logo to include is provided below.



a place of mind

UBCO BREB Contacts:

Co-Chairs:

Carolyn Szostak

Carolyn.Szostak@ubc.ca

Wendy Klassen

Wendy.Klassen@ubc.ca

Associate Manager BREB:

Lisa Shearer, ORS

250.807.8289

Lisa.Shearer@ubc.ca

Board members:

Elizabeth Andersen

(Alternate member)

Jeremy Burgess

(Alternate legal representative)

Jennifer Jakobi

Marvin Krank

(Alternate member)

Virginie Magnat

Henry Mainemer

(community member)

Taryn Moore

(community member; legal representative)

Nelly Oelke

Wendy Petillion

(guest reviewer for Interior Health)

Carlos Teixeira

Susan Wells

Prepared by: Lisa Shearer
Office of Research Services



Tips for a Successful BREB Application—continued

8. If using a survey instrument with storage in the US, make sure that this is clearly stated in the consent form (see consent form guidelines for standard wording).
9. If recruiting using Amazon Turk (MTurk):
 - Recruitment notice: Ensure you submit a recruitment ad that contains the exact wording to be included in the advertisement to be posted on MTurk. It is imperative that this advertisement includes enough information for a person to make an informed decision.
 - Compensation: As researchers are able to specify the amount of compensation that individuals will receive for their participation in the study on MTurk please ensure this is included in the application and the recruitment notice. The recommended rate of compensation is \$0.75 US per 30 minutes (see, for example, Society for Industrial & Organizational Psychology, Inc: <http://www.siop.org/tip/oct11/03barger.aspx>). It is important to ensure that the compensation is fair and is unlikely to exert undue influence on individuals.
10. Please be aware that [Policy 85](#) (Scholarly Integrity) was recently revised (April 2013). In accordance with Policy 85, in section 8.5 ensure that you state that documents (including electronic files and transcriptions) will be retained for a minimum of five years AFTER publication and provide the secure storage location on UBC O Campus.
11. If the study or amendment requires harmonized review with the Interior Health Authority REB, please clearly indicate this in the application (HARMONIZED REVIEW WITH IHA REQUESTED). For new studies: section 5.1 of the Application. For amendments: section 1.1 of the PAA coversheet.
12. If the research is to be the basis of any student thesis (graduate or undergraduate) this needs to be acknowledged in the application form (Section 5.1A) and in the consent form. Specifically, as these are considered to be public documents and are available on the Internet via cIRcle, please indicate this as well.
13. If you have questions, contact your friendly BREB administrator, Lisa Shearer at 250-807-8289 or at lisa.shearer@ubc.ca, or stop by the Office of Research Services.
14. Be patient if the review of your study does not follow previous reviews you may have had. Procedures, policies, and guidelines change over time, and while we (The Board and ORS) try to make the research community aware of these changes and be consistent across reviews, you may encounter anomalies. Thank you for your patience and understanding!
15. Take a deep breath, relax, and smile 😊 It really does help!

Disclaimer: While these tips do not guarantee that the reviewer will not request any changes, it will definitely decrease the number!