



# UBC Okanagan Behavioural Research Ethics Board

UBC Okanagan BREB

## Human Ethics Applications: Study Completion

You have completed your data collection and now what, aside from the data analysis and writing? If your study no longer involves contact with human participants, your study can be closed. If your study will involve contact with human participants ensure that your ethics application is not expired, and that you renew your study if required.

A study may be closed only when ALL data collection procedures as per the approved protocol have been completed. Studies that are no longer recruiting participants [i.e., are closed to accrual] are not considered completed if data related to the subject are still being collected. On-going data collection activity includes but is not limited to:

- i) continued administration/circulation of surveys, conducting of sessions (initial or follow-up) with participants, focus groups, etc.;
- ii) post-treatment contact with research subjects; for example, when data is collected via imaging reports, blood analysis reports, etc. and incorporated into the research study database; and,
- iii) indirect collection of data for follow up purposes after treatment with the study intervention is completed; for example, quality of life/late side effects/survival data. As an example, this type of data might be collected by telephone contact with the research subject or via a third party such as a family physician.

A formal completion is required for studies that meet the above criteria; this signals that the study is indeed complete and that no amendments or annual renewals are forthcoming. Annual renewal is not required if the researcher will have no further contact with subjects for the purpose of data collection or research (e.g. for follow-up or verification). Renewal is not required to analyze data or write a paper. This will not affect your access to the research grant funds for this study, i.e. your research account for the grant will not be closed.

### How do I close my study on RISE?

1. Login to the RISE website
2. Locate the expired study
3. Select the study, then click on the button on the left "New Post-Approval Activity" (found under the heading, I would like to create ...)
4. Select the "Completion of Behavioural Study" from the list of PAA options.
5. Complete the coversheet. See note below re content for section 1.4
6. Click "Save & Close" when complete
7. Click "Submit PAA" from the PAA Homepage (note, only the PI can see this button).
8. Once the REB Administrator has reviewed your Completion of Study they will terminate your ethics approval and your application will be filed under your "Inactive" tab.

Please note that in order for your completion to be approved, it must meet the following criteria in accordance with UBC Policy 85, s. 2.1.4. (updated 2013)

*According to BREB Guidance notes ; Storage of data: "data should be stored for at least 5 years (after publication) within a UBC facility, but may be retained for a longer period provided that they are stored securely." It is important that when completing your study you indicate both the retention time and actual storage location (eg. password protected hard drive, PI office) in your completion PAA (section 1.4).*

### TO CLOSE OR TO RENEW?

If your study no longer involves contact with human participants submit a **Completion PAA**

If your study will involve contact with human participants, ensure that you maintain ethics approval by submitting an **Annual Renewal PAA** when necessary.

Continuing with research that does not have current ethics approval is in direct violation of UBC Policy 89, which mandates that all research involving human participants conducted under the auspices of the University must be approved and overseen by a sanctioned Research Ethics Board.

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