How to Submit a Human Post-Approval Activity (PAA) - Amendment
Click on the Human Ethics tab to view all your Human Ethics applications.
Click on the Name of the study for which you would like to submit a PAA:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Owner</th>
<th>State</th>
<th>Last State Change</th>
<th>Minimal Risk</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>H07-00225</td>
<td>Why Are the Lemons in Italy as Big as Watermelons?</td>
<td>Smith, Jane  K.</td>
<td>Approved</td>
<td>2/14/2007 2:22 PM</td>
<td>yes</td>
<td>March 13, 2008</td>
</tr>
<tr>
<td>H07-03227</td>
<td>Martini Flavours</td>
<td>Smith, Jane  K.</td>
<td>REBA Screening</td>
<td>2/13/2007 4:32 PM</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>H07-00228</td>
<td>RISE Tutorial</td>
<td>Smith, Jane  K.</td>
<td>Department Review</td>
<td>2/12/2007 1:34 PM</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>H07-00227</td>
<td>Will The Vancouver Canucks Make It To The Playoffs This Year?</td>
<td>Smith, Jane  K.</td>
<td>Changes Required by C&amp;W Peer Review</td>
<td>2/12/2007 11:20 AM</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>H07-00226</td>
<td>The YODA Study</td>
<td>Smith, Jane  K.</td>
<td>Department Review</td>
<td>2/6/2007 2:26 PM</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>H07-00224</td>
<td>Top 10 Desserts</td>
<td>Smith, Jane  K.</td>
<td>Approved</td>
<td>2/7/2007 3:23 AM</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>H06-03223</td>
<td>RAIN Study</td>
<td>Smith, Jane  K.</td>
<td>Approved</td>
<td>2/6/2007 1:17 PM</td>
<td>yes</td>
<td>February 6, 2008</td>
</tr>
</tbody>
</table>

Post Approval Activities (In Progress):

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Owner</th>
<th>State</th>
<th>Last State Change</th>
<th>Option</th>
<th>Minimal Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAA</td>
<td>H07-00223-A001</td>
<td>Chips and Cake as a Diet</td>
<td>Smith, Jane  K.</td>
<td>2/12/2007 3:28 PM</td>
<td>Amendments to Study</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>H07-00222-A001</td>
<td>Changing the Work Week to 3 Days</td>
<td>Smith, Jane  K.</td>
<td>2/7/2007 3:46 PM</td>
<td>Amendments to Study</td>
<td>yes</td>
</tr>
</tbody>
</table>
Click to create a new PAA
Here is a list of PAA options:

<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Select one of the following options to submit to the Research Ethics Board based on the guidelines listed on the right:</td>
</tr>
<tr>
<td>- Annual Renewal</td>
</tr>
<tr>
<td>- Annual Renewal with Amendments to the Study (UBC BREE and UBC CREEB studies only)</td>
</tr>
<tr>
<td>- Amendments to Study</td>
</tr>
<tr>
<td>- Completion of Clinical Study</td>
</tr>
<tr>
<td>- Completion of Behavioural Study</td>
</tr>
<tr>
<td>- Request for Acknowledgement</td>
</tr>
<tr>
<td>- Response to Request for Information (RFI)</td>
</tr>
<tr>
<td>- Clear</td>
</tr>
</tbody>
</table>

- **Annual Renewals**
  For Clinical studies click [here](#) for information on annual renewals.

- **Amendments to Study**
  Amendments are changed to an ongoing study. If you are changing any part of the study (e.g. co-investigators, title, agency, documentation) you must submit an amendment.

- **Completion of Clinical Study**
  The study is considered complete when the researcher has no further contact with subjects for the purpose of data collection, follow up, or research.

- **Request for Acknowledgement**
  Protocol deviations, safety letters, studies on hold, off hold, closed to accrual/enrollment, or miscellaneous information (PI, Sponsor or REB requires acknowledgement). Any other changes to an ongoing study must be submitted through an amendment.

- **Response to Request for Information (RFI)**
  The Research Ethics Board has issued a Request for Information (RFI) regarding your research study and requires a response. Use this option to respond to the REB.
Select Amendments to Study and click “Continue”

<table>
<thead>
<tr>
<th>Options</th>
<th>Post Approval Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Renewal</td>
<td></td>
</tr>
<tr>
<td>Annual Renewal with Amendments to the Study</td>
<td></td>
</tr>
<tr>
<td>Amendments to Study</td>
<td></td>
</tr>
<tr>
<td>Completion of Clinical Study</td>
<td></td>
</tr>
<tr>
<td>Completion of Behavioural Study</td>
<td></td>
</tr>
<tr>
<td>Request for Acknowledgement</td>
<td></td>
</tr>
<tr>
<td>Response to Request for Information (RFI)</td>
<td></td>
</tr>
</tbody>
</table>

- **Annual Renewals**
  - For Clinical studies click [here](#) for information on annual renewals.

- **Amendments to Study**
  - Amendments are changed to an ongoing study. If you are changing any part of the study (e.g., co-investigators, title, agency, documentation) you must submit an amendment.

- **Completion of Clinical Study**
  - For Clinical studies click [here](#) for criteria on study completion.

- **Completion of Behavioural Study**
  - The researcher will have no further contact with subjects for the purpose of data collection, follow up, or research.

- **Request for Acknowledgement**
  - Protocol deviations, safety letters, studies on hold, off hold, closed to accrual/enrollment, or miscellaneous information (PI, Sponsor or REB requires acknowledgement). Any other changes to an ongoing study must be submitted through an amendment.

- **Response to Request for Information (RFI)**
  - The Research Ethics Board has issued a request for information (RFI) regarding your research study and requires a response. Use this option to respond to the REB.
Complete all applicable questions and summarize the amendments you are making to your study/application.

* 1.1. 
Please review the guidance notes on the right and indicate whether this amendment qualifies for Expedited Review.

- Yes
- No
- Clear

* 1.2. 
Will the Principal Investigator (PI) be changed on the study?

- Yes
- No
- Clear

If "Yes", you must select [here] and complete the form with signatures then add the form below by clicking "Add".

Select "Add" to attach the signed letter for changing the Principal Investigator.

**Title**
There are no items to display

Select the new PI for the study. Once you hit "Select", you can enter their information and hit "go". You can sort the returned list alphabetically by first name or last name.

New PI for this study:
[Name] Select...

1.3. 
Are the amendments such that subjects, still to be recruited to the study, will receive an amended consent form?

- Yes
- No
- Clear

1.4. 
How and when will already enrolled subjects be updated with any new information included in this amendment?

Refer to the guidance notes located in the gray boxes for detailed explanations of the questions, instructions on how to fill out the form and useful links to documents and contacts.
The following is a summary of the changes you will be making to your application. It will serve as a guide to the Research Ethics Board and allow you to provide any comments that you feel might be helpful. We have listed the pertinent sections of the application form, where comments are made. The comments entered on this amendment coversheet will not be added on the application. If comments are made on the amendment coversheet, the amendment will be returned incomplete by the Research Ethics Board.

*1.1.*
Please review the guidance notes on the right and indicate whether this amendment qualifies for Expedited Review.
- Yes
- No
- Clear

*1.2.*
Will the Principal Investigator (PI) be changed on the study?
- Yes
- No
- Clear

If “Yes”, you must select here and complete the form with signatures then add the form below by clicking “Add”.
Select “Add” to attach the signed letter for changing the Principal Investigator.

Add

Select the new PI for the study. Once you hit “Select”, you can enter the PI’s name, or enter the first few letters of his or her name and hit “Go”. You can sort the returned list alphabetically by First name, Last name, or Organization by clicking the appropriate heading.

New PI for this study:

Title
No items to display

There are no items to display

1.3.
Are the amendments such that subjects, still to be recruited to the study, will receive an amended consent form.
- Yes
- No
- Clear

1.4.
How and when will already enrolled subjects be updated with any new information included in this amendment.

The first time you “Save & Close” out of the Amendment Coversheet, you will automatically be taken into the application where you will make your amendments.
1. **Principal Investigator**

   Please select the Principal Investigator (PI) by clicking on his or her name and hit "Go". You may click the appropriate heading, Jane K. Smith [Select...].

   Primary appointment: ORS Test Division (UBC)
   Rank: Professor
   Email: jane.smith@ubc.ca

2. **Primary Contact**

   Provide the name of ONE primary contact person in addition to the PI who will receive all correspondence, certificates of approval and notifications from the REB for this study. This primary contact will have online access to read, amend, and track the application.

   Ron Abrahams [Select...][Reset]

   Primary appointment: Family Practice
   Rank: Clinical Professor
   Email: rabrahams@novus-lele.net

3. **Study Team Members**

   Complete sections 1.3, 1.4 and 1.5 below to add Co-Investigators and additional study team members and to designate the type of online access you would like them to have.

   **To add** Co-Investigators and additional study team members in questions 1.3 and 1.4:
   1. Click "Add".
   2. Enter the name, or enter the first few letters of the person's name and click "Go".
   3. You can sort the returned list alphabetically by First name, Last name, or Organization by clicking the appropriate heading.
   4. Select the boxes beside ALL applicable names and click "OK".

   **To delete** a person from the list, select the box next to his or her name and click "Remove".

4. **1.3 Co-Investigators**

   List all the Co-Investigators of the study. These members WILL have online access which will allow them to read, amend and track the application. These members will be added to the certificate of approval if needed. BC Cancer Agency Research Ethics Board, Clinical Research Ethics Board, Providence Health Care Research Ethics Board.

---

**Use the Jump to: tool to navigate the pages of the application**

**Click “Save” between pages and before you “Exit” the application**
A PAA number is assigned to the original study ID number.

To track the status of your PAA through the approval process, refer to the "Current State” box.
As the state of your PAA is “Pre Submission”, your PAA Coversheet and your application are still open for any edits you may want to make.
Edit the Amendment Coversheet and click Save & Close to return to the PAA Homepage

The following is a summary of the changes you will be making to your application. It will serve as a guide to the Research Ethics Board on the sections of the application you have changed, and allow you to provide any comments that you feel might be helpful. We have listed the pertinent sections of the application form, where applicable, to the right of each question below.

Please note, comments entered on this amendment coversheet will not be added on the application. If comments are made on the amendment coversheet but not changed in the application, the amendment will be returned incomplete by the Research Ethics Board.

1.1.
Please review the guidance notes on the right and indicate whether this amendment qualifies for Expedited Review.

- Yes
- No
- Clear

1.2.
Will the Principal Investigator (PI) be changed on the study?

- Yes
- No
- Clear

If "Yes", you must select here and complete the form with signatures then add the form below by clicking "Add".

Select "Add" to attach the signed letter for changing the Principal Investigator.

1.3.
Are the amendments such that subjects, still to be recruited to the study, will receive an amended consent form.

- Yes
- No
- Clear

1.4.
How and when will already enrolled subjects be updated with any new information included in this amendment.

During the next scheduled interview session.
Click to continue making amendments to your study/application
Use the Jump to: tool to navigate and make any additional amendments to the application.

"Save" and "Exit" when changes are complete.
**PAA (H07-00225-A002) Why Are the Lemons in Italy as Big as Watermelons?**

<table>
<thead>
<tr>
<th>Activity Type:</th>
<th>Amendments to Study</th>
<th>PAA Approval Certificate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator:</td>
<td>Smith, Jane K.</td>
<td></td>
</tr>
<tr>
<td>Type of Study:</td>
<td>Clinical</td>
<td></td>
</tr>
<tr>
<td>Meeting Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Type:</td>
<td>Amendments to Study</td>
<td></td>
</tr>
<tr>
<td>Study State:</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Primary Contact:</td>
<td>Abrahams, Reginald</td>
<td></td>
</tr>
<tr>
<td>Review Board:</td>
<td>Clinical Research Ethics Board</td>
<td></td>
</tr>
<tr>
<td>Meeting Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study Expiry Date:</td>
<td>March 13, 2008</td>
<td></td>
</tr>
</tbody>
</table>

**Click to Submit your PAA**

This contains all the correspondence and activities completed on the PAA before approval. The title bar shows each activity that was completed, who completed it, and the date and time it was completed.

The query produced no results.
(H07-00225-A002) Why Are the Lemons in Italy as Big as Watermelons?

Principal Investigator: Smith, Jane K.
Type of Study: Clinical
Meeting Type: Meeting Date:
Activity Type: Amendments to Study
Study State: Approved
Primary Contact: Abrahams, Ron
Review Board: Clinical Research Ethics Board
PAA Approval Certificate: March 13, 2008
Study Expiry Date:  

Click "Ok" to submit the post-approval activity to the Research Ethics Board for review. If you are not ready for submission, click "Cancel".
Your PAA – Amendment has been submitted to the REBA for review