

Completion of Behavioural Study PAA – SAMPLE FORM

Post Approval Activities

*** Select one of the following options to submit to the Research Ethics Board based on the guidelines listed on the right:**

Completion of Behavioural Study

*** Nickname**

Enter a nickname for this PAA. What would you like this PAA to be known as to the Principal Investigator and study team?

(If you are notifying the REB of a protocol deviation or an unanticipated event or local serious adverse event please include the words "protocol deviation" or "unanticipated event" or "local SAE" as applicable in the nickname)

• Annual Renewals

For Clinical studies click [here](#) for information on annual renewals. Reminder: If this is an annual renewal of a for-profit (industry or pharmaceutical) sponsored study, an annual renewal fee is required. For more details about fee criteria, exemptions and methods of payment please consult the applicable REB administration or their web-site. For Behavioural studies click [here](#) for more details on annual renewals.

• Amendments to Study

Amendments are changes 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. Click [here](#) for more information on amending behavioural studies.

• 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. Click [here](#) for more information on completion criteria.

• Request for Acknowledgement

Protocol deviations, unanticipated problems, new information, safety letters, local serious adverse events, studies on hold, off hold, closed to accrual/enrollment, or miscellaneous information (PI, Sponsor or REB requires acknowledgement). Click [here](#) for more information on Request for Acknowledgement criteria. 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.

Note: Investigator Brochures must be submitted as an amendment

Completion of Behavioural Study Coversheet

1.1.

Enter the date of completion.

*** 1.2.**

Confirm if the participant data collection has been completed as defined in the guidelines on the right.

Yes No

Researcher will have no further contact with participants for the purpose of data collection or research (e.g. for follow-up or verification). Before the Certificate's expiry date declare that the remaining research no longer requires certification because all data collection procedures described in the previously approved project have been completed.

Please note that the researcher is obligated to continue to adhere to all stipulations regarding the use of and confidentiality of the data described in the original application and will not use the data for other research purposes without application to and approval by the UBC Research Ethics Board.

1.3. *Enter the number of research participants who participated in the study at the sites/institutions covered by this ethics approval.*

1.4.

*Explain the final disposition/storage of all research-related documents and the final disposition of any electronic data. Please note that under [UBC Policy #85](#), the PI must ensure that all study data is retained for at least 5 years within a UBC facility **and this must be confirmed this in the response to 1.4.***

Please note: Once the Completion of Study form is reviewed, the REB will issue an Acknowledgement and the study will automatically be listed in RISE as "Terminated" and will show under your "Inactive" tab. The ONLY activity available from that point on is a Request for Acknowledgement if needed. The study cannot be amended or reactivated.

You have reached the end of the Post Approval Activity (PAA) Coversheet. Please follow the steps below.

1) When you click "Continue", you will be brought to the PAA home page where **ONLY** the Principal Investigator or a Co-Investigator with full signing authority will be able to "Submit PAA" for review. For instructions on how to designate a Co-Investigator with signing authority select [here](#).

2) Click "Continue" to work on this PAA coversheet at a later time.

This post approval activity will be in "Pre Submission" state. To work on this again, click the "Edit PAA Coversheet" button on the left side of the PAA home page.

note: To update your own personal profile (appointments, email address, etc.), select the link to your name in the top right corner of your homepage.