

Guidelines for Harmonized Review at Langara College

(Based on Research BC Guidelines for Harmonized Review)

I. Introduction

All research studies that involve Langara and at least one other BC university ethics board or BC health authority ethics board must now be submitted through the Provincial Research Ethics Platform (PREP). This document provides researchers with some guidelines and other information for submitting their ethics application through PREP. For further information about PREP and the harmonization process, please contact Research Ethics BC (<https://researchethicsbc.ca/>).

II. Partner Institutions

The current harmonized ethics review system applies to research conducted by Langara College researchers, or at Langara College *and at least one* of the following partner institutions for all health, clinical, humanities, social science, education, and all other research involving human participants subject to the TCPS2 guidelines. Here is the current list of partner institutions:

Academic Institutions	Health Authorities	UBC-Affiliated Institutions
Langara College	Island Health	BC Cancer
University of British Columbia	Vancouver Coastal Health	BC Children's Hospital
Simon Fraser University	Fraser Health	BC Women's Hospital
University of Northern BC	Northern Health	Providence Health Care
University of Victoria	Interior Health	
BCIT	First Nations Health	
Thompson Rivers University		
Kwantlen Polytechnic University		
Camosun College		

III. What is Harmonized Review?

The purpose of harmonization is to facilitate collaboration amongst researchers in BC from different institutions when their research involves human participants and is therefore subject to ethical review. The intent of harmonization is to remove duplication in the ethics process, and to reduce the time and effort required of researchers in the following cross-institutional situations:

- Research team members working for or affiliated with different institutions
- Researchers conducting activities including data collection and storage, participant recruitment etc. at partner institutions.

- Researchers accessing/using data or participant information at partner institutions.

IV. Harmonized Review Process

The harmonized review process is carried out on the Provincial Research Ethics Platform (PREP). This is based on UBC's online research ethics system known as RISE (Research Information Systems). PREP and RISE now refer to the same online system. When a research study involves ethical review/approval from more than one partner institution, researchers will submit their application on PREP rather than following the regular LREB paper-based application. To access PREP, Langara researchers who have no current UBC appointment, will need to apply for TWO UBC accounts.

Researchers will complete the online ethics application by accessing PREP (see Section V for instructions). The application will be reviewed by the LREB (your "home institution"), as well as any of the partner institutions/health authorities that are identified on the application. BCEthics will determine the Board of Record (BoR), which may or may not be the LREB, but the LREB will be involved in the review process in all cases. Once all involved research ethics boards have completed the review, researchers will receive provisos and comments on PREP. In most cases, when all provisos have been satisfied, the BoR will provide the Principle Investigator (P.I.) with the Joint Certificate of Approval.

Please note that the harmonized review application is oriented to UBC researchers, however you should do your best to work with the guidelines and materials provided as they reflect research ethics best practices. However, researchers should make sure to follow the LREB guidelines where applicable.

V. Instructions for Langara Researchers

**Steps 1 and 2 should be followed if you do not have a current UBC appointment. If you have a UBC CWL, then you should begin with Step 2. If you have both a UBC CWL and a RISE account, begin with Step 4.*

1. Apply for a UBC Campus Wide Login (CWL) basic account.

- Go to: <https://activate.id.ubc.ca/iamweb/>

2. Apply for a RISE account

- Email risupport@ors.ubc.ca to request a RISE account and include the following information:
 - Title (e.g., Dr., Mr., Ms., etc.)
 - First name/Middle initial/Last name
 - Work Email Address
 - Work Telephone Number
 - Rank (*indicate as 'Non-UBC Faculty' or 'Non-UBC Employee' where appropriate*)

- Department/UBC Affiliation:
- Main work location:
- Your CWL username

If you need help when applying for a RISE account please contact UBC's Snezana Milosevic (snezana.milosevic@ubc.ca) or Research Ethics BC (<https://researchethicsbc.ca/>) and indicate that you are a Langara College researcher needing to access PREP.

3. Once you have a RISE account, you will receive an email with a special code which is required for the **initial** login to the online PREP system. After your initial login, you will only need to use your CWL.

4. Log-in to RISE

- Go to RISE homepage: <https://www.rise.ubc.ca/>
- Login with your CWL user name and password.

5. Helpful Resources on the UBC RISE homepage

- Practice applications are available in the Sandbox (<https://www.rise.ubc.ca/sample-forms-and-rise-sandbox>)
- Tutorials are available on the RISE website: <https://www.rise.ubc.ca/guidance-notes-and-tutorials>
- Guidance notes are available here: <https://ethics.research.ubc.ca/clinical-research-ethics/creb-guidance-notes>

6. Choose Type of Study in PREP

Question 4.1 or the application asks you to choose between two types of studies, behavioural or clinical.

- *Behavioural*: projects that involve behavioural, social, or humanities research.
- *Clinical*: projects that involve the review of medical records, or any invasive procedure or diagnostic technique.

7. Filling out the Application

- a. *Electronic Sign-Off Procedures*
 - When submitting your completed application, choose “**Research Ethics Board**” in the “Departmental Approval” page.
- b. *Questions that do not apply to Langara*

LREB Harmonized Review Guidelines

- You may answer N/A when questions do not apply.

c. Informed Consent

- Please use the UBC templates for informed consent forms and add the LREB contact information: ethics@langara.ca

d. Student researchers

- Langara faculty supervising Langara students must be listed as the P.I. on the research project, and will therefore need to submit the application for harmonized review. Langara faculty will need to apply for a UBC-CWL and RISE access.