



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

# **How to Submit a Biosafety Post-Approval Activity (PAA) – Amendment**



PI and Staff

My Roles

PI & Staff

- Committee Member
- REB Guest Reviewer

Create:

- Conflict of Interest
- Human Ethics
- Animal Care
- Biosafety

Send Feedback

Committees

- Name
- Animal Care Committee
- BC Cancer Agency Research Ethics Board
- Biosafety Committee
- Children's and Women's Research Ethics Board
- Clinical Research Ethics Board
- Conflict of Interest Committee
- Providence Health Care Research Ethics Board
- UBC Behavioural Research Ethics Board
- UBC Okanagan Behavioural Research Ethics Board

# Page for Prince Epple

Open notifications

## Welcome to your personal RISE Home Page.

To view your ethics studies or declarations select the applicable grey tab below (Animal Care, Human Ethics, Conflict of Interest). Click [here](#) for FAQs.

- My Inbox
- Conflict of Interest
- Human Ethics
- Animal Care
- Biosafety**
- Inactive
- Reports/Tutorials

Your 'Inbox' is a folder for receiving items that require your attention. Once each item is addressed, it will leave your 'Inbox' and be filed under one of the other applicable tabs. Click on the name of the study to see details of the application or Post Approval Activity (PAA).

Click on the Biosafety tab to view all your Biosafety applications.

### New Applications

ID	Name	Type	Owner	State	Last State Change
H14-00036	PFM Kenya	Human Ethics	Epple, Prince	Pre Submission	4/15/2014 9:28 AM
H14-00031	Abdo pain NYD	Human Ethics	Epple, Prince	Pre Submission	4/9/2014 8:30 AM
H14-00028	construction waste	Human Ethics	Apple, Prinz	Pre Submission	4/7/2014 1:39 PM
H13-00106	Discrimination and activism	Human Ethics	Apple, Prinz	Pre Submission	12/6/2013 10:05 AM
H13-00105	Activism Study	Human Ethics	Epple, Prince	Pre Submission	12/6/2013 7:00 AM
H13-00092	Fibrosis	Human Ethics	Apple, Prinz	Pre Submission	9/3/2013 11:16 AM
H13-00054	BCCDC	Human Ethics	Epple, Prince	Pre Submission	4/17/2013 9:16 AM
H13-00050	test	Human Ethics	Epple, Prince	Pre Submission	4/12/2013 1:13 PM
H13-00049	Comment 111	Human Ethics	Epple, Prince	Pre Submission	4/10/2013 1:48 PM
H13-00014	moroccoisheaven	Human Ethics	Apple, Prinz	Pre Submission	1/8/2013 2:25 PM

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### Post Approval Activities (In Progress)

ID	Name	Type	Owner	State	Last State Change	PAA Type
H13-00044-A002	request for acknowl	Human-Post Approval Activities	Apple, Prinz	Pre Submission	3/28/2014 2:07 PM	Request for Acknowledgement
H13-00044-A001	asdasd	Human-Post Approval Activities	Apple, Prinz	Pre Submission	1/9/2014 8:57 AM	Completion of Behavioural Study
H12-00045-A001	Brain Study - Amendment 1	Human-Post Approval Activities	Epple, Prince	Pre Submission	12/5/2012 11:00 AM	Amendments to Study

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[PI and Staff](#)

**My Roles**

[PI & Staff](#)

[Committee Member](#)

[REB Guest Reviewer](#)

**Create:**

- 
- 
- 
- 

**Committees**

- 
- [Animal Care Committee](#)
- [BC Cancer Agency Research Ethics Board](#)
- [Biosafety Committee](#)
- [Children's and Women's Research Ethics Board](#)
- [Clinical Research Ethics Board](#)
- [Conflict of Interest Committee](#)
- [Providence Health Care Research Ethics Board](#)
- [UBC Behavioural Research Ethics Board](#)
- [UBC Okanagan Behavioural Research Ethics Board](#)

## Page for Prince Epple

Open notifications

**Welcome to your personal RISE Home Page.**

To view your ethics studies or declarations select the applicable grey tab below (Animal Care, Human Ethics, Conflict of Interest). Click [here](#) for FAQs.

- [My Inbox](#)
- [Conflict of Interest](#)
- [Human Ethics](#)
- [Animal Care](#)
- [Biosafety](#)
- [Inactive](#)
- [Reports/Tutorials](#)

This folder contains all of your Biosafety projects that are approved or pending review. Click on the name of the project to view the details or the Post Approval Activities (amendments or renewals) on that project.

Click on the Name of the study for which you would like to submit a PAA.

**Biosafety Applications**

Filter by <input type="text" value="ID"/>						
ID	Name	Owner	State	Last State Change	Expiration Date	
B14-0011	<span style="border: 2px solid red; border-radius: 10px; padding: 2px;">RISe Tutorial</span>	Epple, Prince	Approved	5/15/2014 1:58 PM	5/15/2015	
B14-0010	RISe Tutorial	Epple, Prince	Approved	5/15/2014 1:42 PM	5/15/2015	
B14-0009	RISe Tutorial	Epple, Prince	Approved	5/15/2014 11:59 AM	5/15/2015	
B14-0008	RISe Tutorial	Epple, Prince	Approved	5/15/2014 11:37 AM	5/15/2015	
B14-0007	RISe Tutorial	Epple, Prince	Approved	5/15/2014 11:05 AM	5/15/2015	
B14-0006	test	Epple, Prince	BIO Staff Screening	5/14/2014 2:52 PM		
B12-0003	A study about stuff	Apple, Prinz	Assigned For Full Review	2/23/2012 9:19 PM		

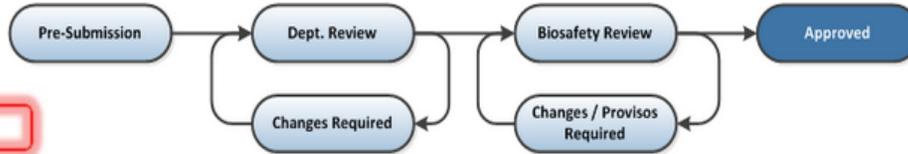
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Help

... > ... > Biosafety RG3 Application

Approved



I would like to create

New Post Approval Activity

Activities

Comments

Copy Application

Viewing / Printing

[Application - Full](#)

[Application - Review/Print](#)

(B16) Biosafety RG3 Application

<b>Principal Investigator:</b>	Prinz Apple	<b>Department:</b>	Medicine, Department of
<b>Primary Contact:</b>		<b>Department Approver:</b>	<a href="#">Department Head</a>
<b>Initial Date Approved:</b>	13/01/2016	<b>Start Date:</b>	27/02/2016
<b>Current Approval Certificate:</b>	<a href="#">View</a>	<b>Expiration Date:</b>	27/02/2017
<b>Version:</b>	1.1	<b>Containment Level:</b>	CL3

Correspondence Post Approval Activities Application Changes

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

Filter by  Activity <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Clear"/> <a href="#">Advanced</a>			
	Activity	Author	Activity Date
	Approve	C, D	13/01/2016 14:33
<a href="#">See Approval Certificate</a>			
	Submit Application	Apple, Prinz	13/01/2016 14:24

Click to create a new PAA.



<< Back

Save | | Print...

Continue >>

Choose "Amendments to Protocol" from the list.

### Post Approval Activities

\* Select one of the following options to submit to the Biosafety Committee based on the guidelines listed on the right.

- Option
- Amendment(s) to Protocol
  - Annual Renewal
  - Annual Renewal with Amendment(s) to the Protocol
  - Completion/Termination of Protocol
- [Clear](#)

- **Amendment to Protocol** Amendments are changes to an ongoing project. If you are changing any part of the project (e.g. personnel, funding, facility, procedures, etc.) you must submit an amendment.
- **Annual Renewals** Annual Renewals must maintain all aspects of the currently approved protocol. If changes to the protocol are required an amendment must be submitted.
- **Annual Renewal with Amendment(s) to the Protocol** This protocol will be continuing for another year with changes to the protocol.
- **Completion/Termination of Protocol** The protocol is complete and the project will be terminated.

Click "Continue" when done.

<< Back

Save | | Print...

Continue >>



<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Amendment ▾

Finish

### Amendment Coversheet

After fill the coversheet form  
click "Finish".

Please enter a nickname for this Amendment below. The nickname entered here will be what the amendment is known as throughout the approval process and to the PI and Study Team.

\* PAA Nickname  (B16-0003-A001 B16-0003)

The following is a summary of the changes you will be making to your project. It will serve as a guide to the Biosafety Committee on the sections of the project you have changed. We have listed the pertinent sections of the application form to the right of each question below as you will be required to update the application form with these changes.

**Important:** changes entered on this amendment coversheet will not be automatically updated in the application, once the form is complete you must update the application with the changes. If changes indicated below on the amendment coversheet are not changed in the application, the amendment will be returned incomplete by the Biosafety Committee.

Please note that the changing of a Principal Investigator (PI) requires the submission of a new application. In addition, after an application has been approved the project start date cannot be amended.

Enter a nickname for the PAA.

1.

Guidance Notes <<

Adding or deleting a project title and/or funding agency to this approved project?

Yes  No [Clear](#)

2.

Guidance Notes <<

Adding or deleting personnel to the approved project?

Yes  No [Clear](#)

3.

Guidance Notes <<

Changes to the Location/Facility?

Yes  No [Clear](#)

4.

Guidance Notes <<

Changes to Procedures?

Yes  No [Clear](#)

5.

Guidance Notes <<

Changes to Biological Agents?

Yes  No [Clear](#)

6.

Guidance Notes <<

Changes to Radioisotopes?

Yes  No [Clear](#)

#### 7. Additional Changes and Comments

Highlight any other changes to the "amendment" on this coversheet. Comments entered on this amendment coversheet will not be automatically updated in the application, once the form is complete you must update the application form with the applicable changes.



**PAA Homepage**

Help

... > ... > Biosafety RG3 Application > PAA Nickname

**Pre Submission**

(B16-0003-A001) B16-0003-A001

A PAA number is appended to the original Study ID number.

Activities

[Edit PAA Coversheet](#)

[Edit Application](#)

To track the status of your PAA through the approval process, refer to the "Current State" box.

[SUBMIT PAA](#)

[Permanently Inactivate](#)

Viewing / Printing

[Application - Review/Print](#)

[PAA Coversheet - Review/Print](#)

[Application Changes](#)

[Study Homepage](#)

Principal Investigator:  
Department Approver:  
Activity Type:  
PAA Approval Certificate:

[Prinz Apple](#)  
[Department Head](#)

Primary Contact:

Department Name: [Medicine](#) Department of

**Correspondence**

Provisos

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.

Filter by Activity

As the state of your PAA is "Pre Submission", your PAA Coversheet is still open for any edits you may want to make.

No data to display.



Help

... > ... > Biosafety RG3 Application > PAA Nickname

Pre Submission

Activities

[Edit PAA Coversheet](#)

[Edit Application](#)

[SUBMIT PAA](#)

[Permanently Inactivate](#)

Viewing / Printing

[Application - Review/Print](#)

[PAA Coversheet - Review/Print](#)

[Application Changes](#)

[Study Homepage](#)

(B16-0003-A001) B16-0003-A001

<b>Principal Investigator:</b>	<a href="#">Prinz Apple</a>	<b>Primary Contact:</b>	
<b>Department Approver:</b>	<a href="#">Department Head</a>	<b>Department Name:</b>	Medicine, Department of
<b>Activity Type:</b>	Amendment(s) to Protocol	<b>Containment Level:</b>	CL3

**PAA Approval Certificate:**

Correspondence

Provisos

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.

**Click to continue making amendments to your study / application.**

Filter by Activity    [Advanced](#)

No data to display.



<< Back

Save | Exit | Hide/Show Errors | Print..

Jump To: View 1 Study Team ▾

Continue >>

### 1. STUDY TEAM

**“Save” and “Exit” once changes are complete.**

#### \* 1.1. Principal Investigator

Guidance Notes <<

Please select the Principal Investigator (PI) for the project. 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.

Prinz Apple

Primary Appointment: Medicine, Department of

Rank: Visiting Dignitary

Course Date:

Biosafety Certificate Number:

**Use the Jump to: tool to navigate and make any additional amendments to the application.**

#### 1.2. Primary Contact

Guidance Notes <<

Provide the name of ONE primary contact person in addition to the PI who will receive ALL correspondence regarding this project. This primary contact will have online access to read, amend, and track the application.

#### 1.3. Co-Investigators

Guidance Notes <<

List all personnel working on this project who WILL have online access to read, amend and track the application. Once you hit "Add", you can enter the member'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 by clicking on the appropriate heading. To delete a member from the list below, select the box next to his or her name and hit "Remove".

Last Name	First Name	Institution/Department	Rank	Biosafety Course Certificate Number
-----------	------------	------------------------	------	-------------------------------------

There are no items to display

#### 1.4. Project Team with Online Access

Last Name	First Name	Institution/Department	Rank	Biosafety Course Certificate Number
-----------	------------	------------------------	------	-------------------------------------

There are no items to display

#### 1.5. Project Team without Online Access

Guidance Notes <<

List all personnel who WILL NOT HAVE online access to the application. To delete a member from the list below, select the box next to his or her name and hit "Delete".

Last Name	First Name	Institution/Department	Rank/Job Title	Biosafety Course	Biosafety Certificate Number
-----------	------------	------------------------	----------------	------------------	------------------------------

There are no items to display

#### \* 1.6. Project Nickname

Guidance Notes <<

Nickname of the Project. What would you like this project to be known as to the Principal Investigator and Project Team?

Biosafetv RG3 Application



Help

... > ... > Biosafety RG3 Application > PAA Nickname

Pre Submission

Activities

[Edit PAA Coversheet](#)

[Edit Application](#)

[SUBMIT PAA](#)

[Permanently Inactivate](#)

Viewing / Printing

[Application - Review/Print](#)

[PAA Coversheet - Review/Print](#)

[Application Changes](#)

[Study Homepage](#)

(B16-0003-A001) B16-0003-A001

<b>Principal Investigator:</b>	<a href="#">Prinz Apple</a>	<b>Primary Contact:</b>	
<b>Department Approver:</b>	<a href="#">Department Head</a>	<b>Department Name:</b>	Medicine, Department of
<b>Activity Type:</b>	Amendment(s) to Protocol	<b>Containment Level:</b>	CL3
<b>PAA Approval Certificate:</b>			

Correspondence

Provisos

This contains all the correspondence and actions completed on the PAA before approval. The table below shows each activity that was completed, who completed it, and the date and time it was completed.

**Click to submit your PAA for review. Only the PI has this "Submit PAA" activity.**

Filter by Activity    [Advanced](#)

No data to display.



Help

... > ... > Biosafety RG3 Application > PAA Nickname

Pre Submission

Activities

[Edit PAA Coversheet](#)

[Edit Application](#)

[SUBMIT PAA](#)

[Permanently Inactivate](#)

Viewing / Printing

[Application - Review/Print](#)

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(B16-0003-A001) B16-0003-A001

**Principal Investigator:** [Prinz Apple](#)

**Department Approver:** [Department](#)

**Activity Type:** Amendment

**PAA Approval Certificate:**

Correspondence

Provisos

This contains all the correspondence and activities it was completed.

Filter by Activity

Primary Contact:

Execute "Submit PAA" on B16-0003-A001 - Mozilla Firefox

sandbox.rise.ubc.ca/sandbox/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID[4B57F56]

### Submit PAA

I accept responsibility for ensuring that work in the laboratories will be conducted in accordance with the University of British Columbia Policies and Procedures, Biosafety Practices and Public Health Agency of Canada guidelines, and have informed all personnel who may be at risk.

\* Please confirm that all associates listed on this project have read and agreed to comply with this project.

Yes  No [Clear](#)

An amended form will be submitted if there are any changes to the methodology which would increase the bio-hazard risk.

**Click "OK" to send your PAA for review.**



Help

... > ... > Biosafety RG3 Application > PAA Nickname

Assigned For Expedited Review

Activities

PI&S Comments

PI Permanently Inactivate

Viewing / Printing

Application - Full

PAA Coversheet - Full

Application - Review/Print

PAA Coversheet - Review/Print

Application Changes

Study Homepage

(B16-0003-A001) B16-0003-A001

<b>Principal Investigator:</b>	Prinz Apple	<b>Primary Contact:</b>	
<b>Department Approver:</b>	Department Head	<b>Department Name:</b>	Medicine, Department of
<b>Activity Type:</b>	Amendment(s) to Protocol	<b>Containment Level:</b>	CL3
<b>PAA Approval Certificate:</b>			

Your PAA - Amendment has been submitted to BIO Staff review.

Correspondence Previous

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.

Filter by	Activity	Author	Activity Date
PI	Submit PAA	Apple, Prinz	13/07/2016 14:08