

UBC-PHC REB Meeting Dates

MEETING DATES (2025)	APPLICATION SUBMISSION DEADLINE (*12 PM)
January 31	January 10
February 28	February 7
March 28	March 7
April 25	April 4
May 30	May 2
June 27	June 6
July 25	July 4
August 29	August 1
September 26	September 5
October 31	October 10
November 21	October 31
December 12	November 21

The UBC-PHC REB Administration office (REBA) accepts applications until noon of the listed submission deadlines for review at the corresponding meeting date. Any application submitted after the stated time or date will be deferred to the next meeting.

Applications must be submitted by the Department Head in accordance with the following steps:

1. Once the Principal Investigator hits "Submit" on an application in RISE, it is forwarded for approval by the appropriate Department Head.
2. Once the Department Head signs off, the study is forwarded to REB for review. **The Department Head must sign off before noon of the deadline.**

In time-sensitive situations, it is best to send a reminder of study sign-off to your Department Head. If your Department Head is involved in your study, you should alert the designated alternate to sign your application form.

Applicants are encouraged to submit their application package well in advance. Since electronic applications are first routed to department heads for approval, we recommend submitting applications at least 3 days prior to the deadline.