



February 2018

Dear Research Access Applicant,

Thank you for your request to study UBC Undergraduate medical students and/or postgraduate residents.

There are several important steps that are required prior to obtaining approval to study UBC MD undergraduate students or postgraduate residents. Investigators should submit a "Letter of Intent", which must include details noted in the attached Checklist, along with the supporting documents to:

Research Access Committee  
c/o Dr. Elisabet Joa, Chair  
11<sup>th</sup> Floor, 2775 Laurel Street  
Vancouver, BC. V5Z 1M9  
E-mail: [ugme.coord@ubc.ca](mailto:ugme.coord@ubc.ca)

Please note the steps/actions noted in the Letter of Intent apply whether the primary investigator holds a UBC faculty appointment or is from another university.

Projects that are administered online must meet the UBC Behavioural Research Ethics Board's [Online Survey Guidelines](#).

Following receipt of the Letter of Intent and all the required supporting documents, a preliminary review of the study will be conducted based on the following criteria:

- That the study is of high quality and will yield new and useful information. The expectation is that the findings will be disseminated in meetings and published in the peer-review literature.
- The timing of the study does not interfere with the demands of the educational program and the number of research studies already underway.
- The results of the study will yield benefits to the student or resident participants and/or future students/residents.
- The research is timely and appropriate, given unusual events or special contexts (e.g. infectious disease outbreaks, service disruption for other reasons and other occurrences).
- The issues under investigation are relevant to the professional health services.

The Research Access Committee will inform the investigator of its preliminary decision. Preliminary approval does not obligate the Research Access Committee to give final approval given that conditions may have changed since the initial submission of the Letter of Intent (e.g. the number of studies underway).

Before final approval will be given, the investigator must obtain ethics approval from UBC. Instructions for obtaining such approval are here: <https://ethics.research.ubc.ca/behavioural-research-ethics>.

Once the project has ethics approval, the investigator must submit the following:

- UBC ethics approval certificate.
- Description of any changes in the research study since the time of first submission

The investigator will be informed if the proposal has received final approval by the Research Access Committee. Students' participation or refusal to participate must not have any impact on their standing in the educational program or treatment by the faculty. For approved studies that involve e-mail contact with students, the information will be disseminated directly to the students from the relevant University Officers. Under no circumstances direct access to University databases or e-mail listserv will be given to those requesting access.

The UBC Research Access Committee review process should be completed in 30 days or less.

Sincerely,

Research Access Committee

**UBC Faculty of Medicine  
Research Access Committee**

Letter of Intent 'Checklist'

- Project Title
- Principal and Co-Investigators (name and email address)
- Overview and Purpose
- Goals and Objectives
- Research methods/survey tools
- Expected outcomes
- Number of students/residents and recruitment process (Specify: Residents or Medical Students and Year)
- Duration and timing of the study as well as impact or burden on the participating students
- Funding source(s) and approval
- Three key words for database purposes
- Other information pertinent to the proposal

**Attach following documents**

- Literature review and/or background information
- Recruitment e-mail to students
- Consent Form
- Survey Questionnaire
- UBC Ethics application and approval certificate (if available). *Investigators external to UBC must also submit the ethics approval from their home institution. Ethics approval is required for all Projects. Instructions for UBC Ethics approval: <https://ethics.research.ubc.ca/behavioural-research-ethics/breb-guidance-notes/guidance-notes-behavioural-application>.***

Please submit the Letter of Intent and supporting documents via e-mail to: [ugme.coord@ubc.ca](mailto:ugme.coord@ubc.ca)