Title	Signatory Authority
SOP Code	106.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

This standard operating procedure (SOP) specifies who has the authority to sign documents on behalf of the Research Ethics Board (REB) and describes the responsibilities of such individuals, and the circumstances under which signing authority may be delegated.

2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

All REB members and Research Ethics staff are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee is responsible for signing documents related to REB review and approval of research. If the task of signing is delegated to a qualified individual or individuals, the responsibility for oversight remains with the REB Chair.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

REBs are accountable for their activities and decisions, and appropriate controls must be applied to ensure that documentation related to REB review and approval of research are signed by a person or persons having the appropriate authority to do so.

5.1 Delegation of Signing Authority

5.1.1 The REB Chair EBs

5.2.4 Once a final decision is documented by the REB Chair or designee, the responsible Research Ethics staff may issue the decision or letter;

5.2.5 All activities are documented in the research file;

5.2.6 Any letters, memos, or emails between the REB and Researchers that provide information concerning the review of research (e.g., requests for consent form changes, requests for additional information) and that do not imply or appear to imply approval of the research, may be issued as per delegated signing authority;

5.2.7 All reviews, actions, decisions and signatures are filed within the research file;

5.2.8 All correspondence is retained in the research file.

5.3 Correspondence with External Agencies

5.3.1 The responsible Organizational Official or the REB Chair or designee signs all correspondence with agencies of the federal government (Health Canada, OHRP, FDA) and with all funding agencies and/or sponsors.

6.0 REFERENCES

See