



<b>TITLE</b>	<b>107: Signatory Authority</b>
<b>SCOPE</b>	The activities of the Research Ethics Boards operating under the direct authority of the University of British Columbia
<b>RESPONSIBILITIES</b>	The Vice-President, Research & Innovation, delegated to the Director, Research Ethics, all Research Ethics Board (REB) Chairs and members and all REB Office Personnel
<b>APPROVAL AUTHORITY</b>	The Vice-President, Research & Innovation
<b>EFFECTIVE DATE</b>	May 2018
<b>Supersedes documents dated</b>	May 2011, April 2009; July 2003

## 1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to describe who has the authority to sign documents on behalf of the REB and describes the responsibilities of such individuals, and circumstances under which signing authority may be delegated.

## 2.0 DEFINITIONS

See the Glossary of Terms.

## 3.0 PROCEDURE

The REB Chair or designee is authorized to sign any and all documents in connection with the review and approval of research projects involving the use of humans as participants, which have been reviewed and approved pursuant to REB policies and procedures, and upon decision of the REB. Implementation shall be the responsibility of the REB Chair and REB Manager.

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.

### **3.1 Authorization and Delegation of Signing Authority**

- 3.1.1** Authorization to sign documents not described in this policy may be made by the REB Chairs;
- 3.1.2** The REB Chair or designee may delegate signing authority for documents related to REB review and approval;
- 3.1.3** The REB Chair or designee may only delegate signing authority to REB members or REB Office Personnel with the skill and knowledge necessary for the effective exercise of the authority;
- 3.1.4** The REB Chair or designee may not delegate his/her signing authority to ad hoc advisors or to independent contractors;
- 3.1.5** The REB Chair or designee should clearly define the parameters of the delegated authority;
- 3.1.6** The REB Chair or designee may delegate signing authority indefinitely or for defined periods of time (e.g., for absences);
- 3.1.7** Delegation of signing authority must be documented and kept on file.

### **3.2 Results of REB Reviews, Decisions and Other Correspondence with the Researcher**

- 3.2.1** For each submission reviewed at a Full Board meeting, the responsible REB Office Personnel records the decision made by the Full Board;
- 3.2.2** The results of reviews and actions taken by the REB, either by the Full Board, subcommittee, or delegated review, that grant Researchers initial or continuing approval of research projects involving human participants must be reviewed and authorized by the REB Chair or his/her designate, or as otherwise delegated by the REB Chair or designee;
- 3.2.3** For each submission that undergoes delegated review, the reviewer's decision is documented on the RISE online database;

- 3.2.4** The REB's approval or rejection of an application for study approval must be communicated to the Principal Investigator by written formal correspondence from the REB via the RISE online database. Once a final decision is documented by the REB Chair or designee, the responsible REB Office Personnel may issue the decision or letter;
- 3.2.5** Certificates of approval are electronically issued by REB Office Personnel, subsequent to approval being noted by the REB Chair or his/her designate within the Correspondence section of the RISE online database;
- 3.2.6** The RISE secure online database records the REB Chair or designee's written decision regarding approval or rejection. This, and the security provided by the Campus Wide Login (CWL) user ID and password, are an electronic signature;
- 3.2.7** All activities are documented in the RISE online database;
- 3.2.8** 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;
- 3.2.9** All reviews, actions, decisions and signatures are filed within the research file;
- 3.2.10** Correspondence and communication between the REB and the Principal Investigator is coordinated through REB Office Personnel. All correspondence is logged and retained under the applicable study number within the RISE online database;
- 3.2.11** REB approval of renewals, amendments and other forms of continuing review will be issued electronically via the RISE online database, by REB Office Personnel upon the requisite approval from the Chair or his/her designate having been noted in the correspondence related to the study within the RISE online database.

### **3.3 Correspondence with External Agencies**

- 3.3.1** 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.

## **4.0 REFERENCES**

- 1. *The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, Article 5.3:  
<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter5-chapitre5/#toc05-1c>