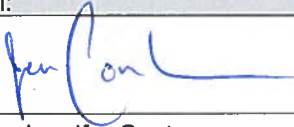




<b>Section 100:</b>	<b>General Administration</b>
<b>Title:</b>	<b>Signatory Authority</b>
<b>SOP Code:</b>	<b>106.001</b>
<b>Effective Date:</b>	<b>2015MAY25</b>

### Site Approvals

Signature of Responsible Individual:		
Ethics Compliance Advisor		2015MAY22 Date
	Name: Jennifer Couture	
Approval Authority:		
Chair, HSREB		May 22, 2015 Date
	Name: Dr. Albert Clark	
Approval Authority:		
Director, Research Ethics Compliance		May 22, 2015 Date
	Name: Dr. Andrew Winterborn	

## 1.0 PURPOSE

This SOP specifies who has the authority to sign documents on behalf of the HSREB and describes the responsibilities of such individuals, and the circumstances under which signing authority may be delegated.

## 2.0 SCOPE

This SOP pertains to the HSREB that reviews human participant research in compliance with applicable regulations, guidelines and current and emerging best practices.

## 3.0 RESPONSIBILITIES

All HSREB members and HSREB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

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

## 4.0 DEFINITIONS

See Glossary of Terms.

## **5.0 PROCEDURES**

### **5.1 Signing Authority**

5.1.1 The HSREB Chair or designate is authorized to sign any and all documents in connection with the review and ethical clearance of research projects involving humans participants, which have been reviewed and ethically cleared by the HSREB.

### **5.2 Delegation of Signing Authority**

- 5.2.1 The HSREB Chair or designee may delegate signing authority for documents related to HSREB review and ethics clearance;
- 5.2.2 The HSREB Chair or designee may only delegate signing authority to HSREB members or HSREB Office Personnel with the skill and knowledge necessary for the effective exercise of the authority;
- 5.2.3 The HSREB Chair or designee may not delegate his/her signing authority to ad hoc advisors or to independent contractors;
- 5.2.4 The HSREB Chair or designee should clearly define the parameters of the delegated authority;
- 5.2.5 The HSREB Chair or designee may delegate signing authority indefinitely or for defined periods of time (e.g., for absences);
- 5.2.6 Delegation of signing authority must be documented and kept on file and if applicable may need approval from the Director of Research Ethics Compliance.

### **5.3 HSREB Reviews, Decisions and Other Correspondence with the Researcher**

- 5.3.1 For each submission reviewed at a Full Board meeting, the HSREB Ethics Coordinator or designee records the decision made by the Full Board;
- 5.3.2 Communication of the HSREB decision made at a Full Board meeting must be reviewed and authorized by the HSREB Chair or designee or as otherwise delegated by the HSREB Chair or designee;
- 5.3.3 For each submission that undergoes delegated review, the reviewer's decision is documented in the research study file;
- 5.3.4 Once a final decision is documented by the HSREB Chair or designee, the HSREB Ethics Coordinator or designee may issue the decision or letter;
- 5.3.5 All activities are documented in the research file;
- 5.3.6 Any letters, memos, or emails between the HSREB 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 clearance of the research, may be issued as per delegated signing authority;

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

5.3.8 All correspondence is retained in the research file.

#### **5.4 Correspondence with External Agencies**

5.4.1 The HSREB 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 References.

## **7.0 APPENDICES**

1. HSREB Delegation of Duties Template

## **8.0 REVISION HISTORY**

<b>SOP Title</b>	<b>Version</b>	<b>Updates</b>
Signatory Authority	v.106.001 2015MAY25	Original: Adoption of standardized SOPs developed by CAREB/N2 with an effective date of 2014SEP15. Minor modifications were made to the CAREB/N2 SOPs to reflect institutional policies.





**Delegation of Duties for Health Sciences & Affiliated Teaching  
Hospitals Research Ethics Board (HSREB)**

To Whom it May Concern:

By means of this letter, I, \_\_\_\_\_ (the Delegating Official),

Delegate the authority herein described to \_\_\_\_\_ (the Delegate), on the following terms and conditions:

1. The Delegate may sign, on my behalf.
2. The effective date of this delegation is YYYYMMDD and shall run until YYYYMMDD, or until revoked by the delegating official or his/her direct supervisor.
3. The sub-authority delegated is not subject to sub-delegations without my prior and express written consent.

Commented [JC1]: Edit text as applicable

\_\_\_\_\_  
Signature (Delegating Official)

\_\_\_\_\_  
Signature (Delegate)

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

