

Title	1.05 Signatory Authority
Version	1.0
Effective Date	June 1, 2025

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.

Scope

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

Responsibilities

All REB members and Office of Human Research Ethics (OHRE) Personnel are responsible for ensuring that the requirements of this SOP are met.

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

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.

Delegation of Signing Authority

- REB Chair or designee:
 - May delegate signing authority for documents related to REB review and approval,
 - May only delegate signing authority to REB members or OHRE Personnel with the skill and knowledge necessary for the effective exercise of the authority,
 - May not delegate their signing authority to ad hoc advisors or to independent contractors,
 - Should clearly define the parameters of the delegated authority, and
 - May delegate signing authority indefinitely or for defined periods of time (e.g., for absences).
- Delegation of signing authority must be documented and retained.

Reviews, Decisions, Correspondence

- For each submission reviewed at a Full Board meeting, the responsible OHRE Personnel records the decision made by the Full Board.

- Communication of the REB decision made at a Full Board meeting must be reviewed and authorized by the REB Chair or designee or as otherwise delegated by the REB Chair or designee.
- For each submission that undergoes delegated review, the reviewer's decision is documented.
- Once a final decision is documented by the REB Chair or designee, the responsible OHRE Personnel may issue the decision or letter.
- All activities are documented in the research file.
- 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), may be issued as per delegated signing authority.
- All correspondence, reviews, actions, decisions and signatures are saved within the research file.

Revision History

Version	Effective Date	Summary of Changes