

<b>TITLE</b>	<b>106: Signatory Authority</b>
<b>SCOPE</b>	The activities of the Human Research Ethics Board operating under the direct authority of Trinity Western University
<b>RESPONSIBILITIES</b>	The Vice-Provost, Research & Graduate Studies, all Human Research Ethics Board (HREB) members, including the Chair(s) and Coordinator
<b>APPROVAL AUTHORITY</b>	The Vice-Provost, Research & Graduate Studies
<b>EFFECTIVE DATE</b>	November 14, 2019
<b>Supersedes documents dated</b>	N/A

## 1.0 PURPOSE

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

## 2.0 RESPONSIBILITIES

The HREB Chair or designee is responsible for signing documents related to HREB 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 HREB Chair.

## 3.0 DEFINITIONS

See Glossary of Terms.

## 4.0 PROCEDURE

The HREB Chair or designee is responsible for signing documents related to HREB 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 HREB Chair.

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

### 4.1 Delegation of Signing Authority

- 4.1.1 The HREB Chair or designee may delegate signing authority for documents related to HREB review and approval;

- 4.1.2 The HREB Chair or designee may only delegate signing authority to HREB members or HREB Office Personnel with the skill and knowledge necessary for the effective exercise of the authority;
- 4.1.3 The HREB Chair or designee may not delegate his/her signing authority to ad hoc advisors or to independent contractors;
- 4.1.4 The HREB Chair or designee should clearly define the parameters of the delegated authority;
- 4.1.5 The HREB Chair or designee may delegate signing authority indefinitely or for defined periods of time (e.g., for absences);
- 4.1.6 Delegation of signing authority must be documented and kept on file.
- 4.2 HREB Reviews, Decisions and Other Correspondence with the Researcher
  - 4.2.1 For each submission reviewed at a Full Board meeting, the responsible HREB Office Personnel records the decision made by the Full Board;
  - 4.2.2 Communication of the HREB decision made at a Full Board meeting must be reviewed and authorized by the HREB Chair or designee or as otherwise delegated by the HREB Chair or designee;
  - 4.2.3 For each submission that undergoes delegated review, the reviewer's decision is documented;
  - 4.2.4 Once a final decision is documented by the HREB Chair or designee, the responsible HREB Office Personnel may issue the decision or letter;
  - 4.2.5 All activities are documented in the research file;
  - 4.2.6 Any letters, memos, or emails between the HREB 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;
  - 4.2.7 All reviews, actions, decisions and signatures are filed within the research file;
  - 4.2.8 All correspondence is retained in the research file.
- 4.3 Correspondence with External Agencies
  - 4.3.1 The responsible Organizational Official or the HREB Chair or designee signs all correspondence with agencies of the federal government (Health Canada, OHRP, FDA) and with all funding agencies and/or sponsors.

## **5.0 REFERENCES**

See References.

**6.0 REVISION HISTORY**

<b>SOP Code</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
SOP 106	November 14, 2019	Original version