

<b>SOP Title:</b>	<b>Authorized Signatory/Signing Authority</b>		
<b>SOP #:</b>	I.03.001	<b>Original Issue Date:</b>	February 23, 2015
<b>Category:</b>	General Administration	<b>Reviewed/Effective Date:</b>	October 1, 2019
<b>Issued by:</b>	Research Ethics Office (REO)	<b>Revision Date:</b>	October 1, 2019
<b>Approved By:</b>	Dr. Elizabeth Stephenson		

### 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 POLICY STATEMENT

Research Ethics Boards (REBs) are accountable for their activities and decisions, and appropriate controls must be applied to ensure that documents related to REB review and approvals of research are signed by a person or persons having the appropriate authority to do so.

### 3.0 DEFINITIONS

See Glossary of Terms

### 4.0 RESPONSIBILITY

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

The REB Chair 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.

### 5.0 PROCEDURES

#### 5.1 Delegation of Signing Authority

**5.1.1** The REB Chair may delegate signing authority for documents related to REB review and approval;

**5.1.2** The REB Chair may only delegate signing authority to REB members or REO Personnel with the skill and knowledge necessary for the effective exercise of the authority;

**5.1.3** The REB Chair may not delegate his/her signing authority to ad hoc advisors or to independent contractors;

- 5.1.4 The REB Chair should clearly define the parameters of the delegated authority;
- 5.1.5 The REB Chair may delegate signing authority indefinitely or for defined periods of time (e.g., for absences);
- 5.1.6 Delegation of signing authority must be documented and kept on file.

## **5.2 REB Reviews, Decisions and Other Correspondence with the Researcher**

- 5.2.1 For each submission reviewed at a Full Board meeting, the responsible REO Personnel records the decision made by the Full Board;
- 5.2.2 Communication of the REB decision made at a Full Board meeting must be reviewed and authorized by the REB Chair or as otherwise delegated by the REB Chair;
- 5.2.3 For each submission that undergoes delegated review, the reviewer's decision is documented;
- 5.2.4 Once a final decision is documented by the REB Chair, the responsible REO Personnel 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 REB Chair, REO Manager or appropriate authorized SickKids personnel signs all correspondence with agencies of the federal government (Health Canada, OHRP, FDA) and funding agencies or sponsors as applicable.

## **6.0 REFERENCES**