Research Ethics Board

Standard Operating Procedure

SOP File #	**REB.SOP.106**
Title	Signatory Authority
Effective Date	July 1, 2021
Next Review	2026
Next Administrative Review	2023

1. **Purpose**
   This standard operating procedure (SOP) specifies who has the signatory authority on behalf of the Research Ethics Board (REB) and describes the responsibilities of such individuals, and the circumstances under which signatory authority may be delegated.

2. **Definitions**
   See the MSVU **REB Glossary of Terms (REB.INFO.001)**

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

4. **Responsibilities**
   All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

   The REB Chair or designee is responsible for authorizing 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.

5. **Procedures and/or Specific Policies**
   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 authorized by a person or persons having the appropriate authority to do so. Documentation includes both hard copy and electronic formats. Signing may be done with ink, e-signature or scanned signature, as per REB/organizational policies and procedures.

   5.1. **Delegation of Signing Authority**
   - 5.1.1. The REB Chair or designee may delegate signatory authority for documents related to REB review and approval;
   - 5.1.2. 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;

5.1.3. The REB Chair or designee may not delegate their signing authority to ad hoc advisors or to independent contractors;
5.1.4. The REB Chair or designee should clearly define the parameters of the delegated authority;
5.1.5. The REB Chair or designee 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 retained.

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 REB Office 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 designee or as otherwise delegated by the REB Chair or designee;
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 or designee, the responsible REB Office Personnel may issue the decision or letter;
5.2.5. All activities are documented in the research file, which may be physical or electronic;
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), may be issued as per delegated signing authority;
5.2.7. All reviews, actions, decisions and signatures (where applicable) 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 responsible Organizational Official or the REB Chair or designee signs all correspondence with all governmental or funding agencies and/or sponsors.

6. References

See References listed (if applicable)

7. Acknowledgements

The development of this document has benefited directly from similar documents made public by the Tri-Council, as well as several Canadian universities. In some instances, specific formulations drawn from these sources have been incorporated into this document. Specific iterations were drawn from the following:

- Standard Operating Procedures for Observational Health and Non-Clinical Trial Research Ethics Boards - N2/CAREB-ACCER REB SOPs – Canadian Association of Research Ethics Boards (retrieved June 2021)
- N2/CAREB-ACCER REB SOPs - N2 Network of Networks - Resources - N2 Canada (retrieved May 2021)

8. SOP History

SOP Number	Key Changes	Effective Date
REB.SOP.106	Minor revisions for EDI language	July 30, 2021
REB.SOP.106	New - Implementation of new SOP outlining Signatory Authority	July 1, 2021

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