

Document Owner: Manager, Office of Research

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Approved By: Chair, Oak Valley Health REB

Latest Version: 19 Aug 2021

1.0 PURPOSE:

The purpose of this guideline is to ensure all submissions to the Oak Valley Health Research Ethics Board (REB) are signed appropriately and have appropriate delegation if required. The Principal Investigator of each study has overall responsibility as the applicant for each submission.

2.0 POLICY STATEMENT:

All studies conducting research under the Oak Valley Health REB are to adhere to the signature requirements.

3.0 DEFINITIONS:

Original Signature: hand-written / wet-ink (hard copy) signature.

Note: Hardcopy application forms with the wet-ink signature must be retained in case requested by the REB.

Electronic Signature: a digital signature (Adobe Authenticated) that is unique to the individual, and the person signing has sole control of its use.

4.0 PROCEDURES:

All submissions provided to the Oak Valley Health REB must contain either an original or electronic signature. Images of signatures are not accepted (i.e. jpg, bmp, gif, etc.)

4.1 Initial REB Submissions:

All initial submissions for review must be signed by the Principal Investigator (PI). No signatures from other individuals on the study team can take their place. Additionally, submissions provided without signatures from the PI will not be accepted for review by the Oak Valley Health REB.

4.2 Subsequent REB Submissions:

All subsequent submissions (i.e. continuing review) must be signed by the PI. If the PI is unable to sign a subsequent submission, a Co-Investigator (Co-I) may sign as a delegate to the PI. **Please note, delegated signing authority is not usually accepted by the Oak Valley Health REB unless the PI can demonstrate extenuating circumstances for which delegated signing authority by the Co-I.** Such examples include: away on maternity/paternity leave, a leave of absence, out of the country for more than 2 months, etc. It is according to the discretion of the Oak Valley Health REB to accept an extenuating circumstance for the delegated signing authority.

To apply for delegated signing authority, documentation must be provided with the submission which states:

1. Reason for needing a delegate signing authority (e.g. on maternity/paternity leave)
2. Accepting by the delegate taking responsibility of the submission(s)
3. Agreement by the PI that the delegate can sign on their behalf, and the period of time for which they can do so (e.g. only this submission, for 9 months, etc.)

Example: [Co-Investigator] for [Principal Investigator], (reason)

Study staff, such as Research Assistants/Volunteers/Students/Coordinators are not permitted to obtain delegated signing authority.

Any deviations to the above must be discussed with the Research Ethics Office prior to submission

5.0 DOCUMENT HISTORY:

Type	Individual/Committee	Date	Outcome
Draft	Research Ethics Board	24 June 2021	New Document;

Amendment	Research Ethics Baord	19 Aug 2021	
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