

Research Ethics Office, Research Ethics Boards Standard Operating Procedures
University of Saskatchewan

Section 100:	GENERAL ADMINISTRATION		
Standard Operating Procedure (SOP):	107 SIGNATORY AUTHORITY		
This SOP pertains to:	All REB Staff, REB Chairs and REC Chairs		
Responsibility for executing this SOP:	Chairs of the U of S Research Ethics Boards, Director, Research Ethics and REB Facilitators		
Approval Authority	The Vice-President Research		
Effective Date:	July 1, 2012	Superseded documents dated:	

<p>1. PURPOSE This SOP describes signature authority for REB actions.</p>	
<p>2. POLICY The REB Chair or designate is authorized to sign any and all documents in connection with the review and approval of research projects involving the use of human participants</p>	
<p>3. SPECIFIC POLICIES</p> <p>3.1 Authorization for Signatory Authority Authorization to sign documents not described in this policy may be made by the REB Chairs.</p> <p>3.2 Conflict Of Interest Where the Chair has an actual or perceived conflict of interest, signing authority shall be delegated to the Vice Chair or an REB Member</p> <p>3.3 Results of Reviews, Actions and Decisions The results of reviews and actions taken by the REB, either by the full Board, subcommittee, or delegated/expedited review, that grant investigators initial or continuing approval of research projects involving human participants may be signed by the REB Chair or his/her designate as outlined in the Approval Authorization Table below.</p> <p>For all full board reviews required for research protocols, amendments, notice of ethical reviews, (NERs) and status report forms, the REB gives authority to the Chair/Vice-Chair/designated REB member to sign on behalf of the Board. The responses to the NER are reviewed by the Chair/Vice-Chair/REB designate/full board, as appropriate. If the responses to the concerns/queries made in the NER have been addressed adequately, the Certificate of Ethics Approval is issued with the signature of the Chair/Vice Chair/ REB designate.</p>	

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APPROVAL AUTHORIZATION TABLE				
Action	Risk Level	Full REB/Chair or designate on Behalf of the Full REB	Chair/ Vice-Chair/ Designated REB member (voting or non-voting)	REC Chair
Certificate of Approval	Research above minimal risk	✓		
Certificate of Approval	Minimal risk research		✓	
Certificate of Approval	Minimal risk undergraduate research			✓
Notice of Ethical Review	Research above minimal risk	✓		
Notice of Ethical Review	Minimal risk research		✓	
Notice of Ethical Review	Minimal risk undergraduate research			✓
Amendment	Research above minimal risk & full board approval required	✓		
Amendment	Research above minimal risk and <u>NO</u> full board requirement		✓	
Amendment	All minimal risk research		✓	✓
Study Renewal Form	Research above minimal risk & full board requirement (i.e. FDA, NCIC, HC)	✓		
Study Renewal Form	Research above minimal risk & <u>NO</u> full board requirement		✓	
Study Renewal Form	All minimal risk research		✓	✓
Study Closure Form			✓	
Internal Adverse Events Form			✓	
Protocol Deviation Violation Form			✓	