

<b>SOP Title</b>	<b>100: REB Administration</b>
<b>Number.Version</b>	<b>REB SOP 103 Signatory Authority</b>
<b>Version Date</b>	<b>July 27<sup>th</sup>, 2011</b>
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<b>Approved By</b>	<b>REB</b>
<b>Revised and Approved</b>	<b>April 20, 2016</b>

## **1.0 PURPOSE**

This SOP describes signature authority for REB actions.

## **2.0 GENERAL POLICY STATEMENT**

The REB Chair, Vice 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 humans as participants which have been reviewed and approved pursuant to REB policies and procedures and upon decision of the REB.

## **3.0 SPECIFIC PROCEDURES**

### **3.1 Authorization for Signatory Authority**

The REB Chair and Vice-Chair have authorization to sign documents **not** described in this policy.

### **3.2 Results of Reviews, Actions and Decisions**

The results of reviews and actions taken by the REB, either by the full Board, sub-committee, or expedited review, that grant Principal Investigators initial or continuing approval of research projects involving human participants may be signed by the REB Chair, REB Vice-Chair or his/her assigned designate. If a designate has been assigned, a meeting will be convened as soon as possible to confer in any decision(s) made.

### **3.3 Correspondence Providing Approval or Rejection of Study Submission**

The REBs approval or rejection of an application for study approval must be communicated to the Principal Investigator by correspondence from the REB.

### **3.4 Communication during Consideration of the Study Submission**

Correspondence and communication between the REB and the Principal Investigator is coordinated through Research Ethics Board Administration.

### **3.5 Correspondence Providing Approval of Post-Approval Activities**

REB approval of amendments and continuing review, etc. will be issued by Research Ethics Board Administration upon the requisite approval from the Chair or Vice-Chair having been noted in the correspondence related to the study.