

Title	Signatory Authority
SOP Code	106.005
Effective Date	14-Apr-2026

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

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 authorized individuals, and the conditions under which signing authority may be delegated.

2.0 SCOPE

This SOP pertains to REBs that review human Participant research in compliance with applicable regulations and policies.

3.0 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 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.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

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 is signed by a person or persons with the appropriate authority to do so.

5.1 Delegation of Signing Authority

- 5.1.1 The REB Chair or Designee may delegate signing 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 must not delegate their signing authority to ad hoc advisors or to independent contractors;
- 5.1.4 The REB Chair or Designee must clearly define the parameters of any 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 The delegation of signing authority must be documented and retained 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 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 must issue the decision or letter;

- 5.2.5 Letters, memos, or emails between the REB and Researchers that provide information about 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;
- 5.2.6 All activities are documented in the research file including reviews, actions, decisions, signatures, and all correspondence;

5.3 Correspondence with External Agencies

- 5.3.1 The responsible Organizational Official, REB Chair, or Designee signs all correspondence with agencies of the federal government (Health Canada, OHRP, FDA) and with all funding agencies and/or Sponsors.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP106.001	15-Sept-2014	Original version
SOP106.002	08-Mar-2016	No revisions needed
SOP106.003	08-Oct-2019	No revisions needed
SOP106.004	15-May-2023	No revisions needed
SOP106.005	14-Apr-2026	1.0: revised 'such individuals' to 'authorized individuals'; revised 'circumstances' to 'conditions'. 2.0: revised 'guidelines' to 'policies'. 5.0: revised 'are' to 'is'.5.1.3, 5.2.4: replaced 'may' with 'must' 5.1.4: replaced 'should' with 'must' and 'the' with 'any' 5.1.6: replace 'kept' with 'retained' 5.2.6: deleted 'Any' (previously the first word); replaced 'concerning' with 'about'.