

The Joint Group Health Centre/Sault Area Hospital Research Ethics Board: *Investigator Signature Policy*

1.0 Purpose

To ensure all submissions to The Joint Group Health Centre/Sault Area Hospital Research Ethics Board (REB) are signed appropriately.

To ensure appropriate delegation of tasks and retention of overall responsibility by the Lead Applicant/Principle Investigator.

2.0 Scope

This working procedure applies to all individuals conducting research under the auspices of the Group Health Centre and Sault Area Hospital and describes signature requirements on REB submissions.

3.0 Definitions

“original signatures” -> hand-written ink signature

“electronic/digital signature” -> a signature that consists of one or more letters, characters, numbers, or other symbols in digital form incorporated in, attached to or associated with an electronic document, where:

- The electronic signature must be unique to the person using it;
 - The person whose electronic signature is on the document and must have control of the use of the technology to attach the signature;
 - The technology must be used to identify the person using the electronic signature; and
 - The electronic signature must be linked to an electronic document to determine if the document has been changed after the electronic signature was attached to it.
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4.0 Requirements

All hard copy submissions to the REB require an original signature or an electronic/digital signature as defined above. Electronic images of signatures (e.g. .jpg, .bmp, gif, etc.) are not acceptable.

Initial Applications

The initial application for ethics review requires the original signature of the Lead Applicant/Principal Investigator or the Lead Applicant/Principal Investigator’s secure password protected *electronic/digital signature* applied by the Lead Applicant/Principal Investigator.

Subsequent Submissions

All subsequent submissions on an existing study require the original signature of the Lead Applicant/Principal Investigator or the Lead Applicant/Principal Investigator’s secure password protected electronic digital signature applied by the Lead Applicant/Principal Investigator or delegate.

If the Lead Applicant/Principal Investigator is unavailable to sign the submission, Co-Investigators/Study Personnel/Research Staff with signing authority may sign the submission.

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

Electronic signatures can be submitted to reb@sah.on.ca.

Original signatures can be submitted to Sault Area Hospital, Mailbox #90-750 Great Northern Road, ON P6B 0A8