

**Holland Bloorview Research Ethics Board (REB)  
Standard Operating Procedures**

	<b>GENERAL ADMINISTRATION</b>		
<b>POLICY: REB-107</b>	<b>SIGNATORY AUTHORITY</b>		
<b>This policy pertains to:</b>	All REB staff		
<b>Responsibility for executing this policy:</b>	Chair, Holland Bloorview REB (or designee)		
<b>Approval authority:</b>	Research, Teaching & Learning Advisory Committee (RTLAC) of the Holland Bloorview Board of Trustees		
<b>Effective date:</b>	V5: May 2015	<b>Supersedes documents dated:</b>	V4: July 2014
<b>Approved:</b>	Chair of the REB Research, Teaching & Learning Advisory Committee		

**1. PURPOSE**

The purpose of this SOP is to describe signature authority for REB actions.

**REFERENCES**

**2. POLICY**

The REB Chair or designate is authorized to sign any and all documents in connection with the review and approval of research submissions involving humans as participants, which have been reviewed and approved pursuant to REB policies and procedures and upon decision of the REB. If the task of signing authority is delegated to a qualified individual or individuals, the responsibility for oversight remains with the REB Chair. Implementation shall be the responsibility of the REB Chair and REB Office staff.

TCPS2 article 6.8

**3. SPECIFIC POLICIES**

**3.1. Authorization for Signatory Authority**

Authorization to sign documents not described in this policy may be made in writing by the REB Chair. The Vice-Chair or alternatively the REB Bioethicist can act in place of the Chair (e.g. when the Chair is absent or has a conflict of interest).

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**3.2. Delegation of Signing Authority**

- 3.2.1.** The REB Chair or designee may delegate signing authority to voting REB members or REB Office staff with the qualifications, knowledge and experience necessary to effectively exercise the authority.
- 3.2.2.** The REB Chair or designee may not delegate his/her signing authority to ad hoc advisors or to independent contractors.
- 3.2.3.** The REB Chair or designee should clearly define the parameters of the delegated authority.

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**3.2.4.** Delegation of authority must be documented and kept on file.

**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 review that grant investigators with initial or continuing approval of research projects involving human participants may be signed by the REB Chair or his/her designate.

**3.4. Correspondence Providing Approval or Rejection of Study Submission**

The REB's approval or rejection of an application for study approval must be communicated to the Local Principal Investigator by written formal correspondence from the REB containing the original signature of the Chair or his/her designee.

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In the rare instance where an actual or perceived conflict of interest or obligation exists, signing authority may be delegated to an authorized voting REB member or REB Office staff with qualifications, knowledge and experience necessary to effectively exercise the authority. The Vice-Chair or alternatively the REB Bioethicist has signing authority.

Written approval letters will contain the following information:

- Identification of the study approved by the REB
- Identification of the LPI and Co-Is
- Identification of the date the REB approval is in effect and the ethics approval expiry date
- Identification of the REB review type
- A list of all documents and any items approved for use or distribution
- A list of all documents acknowledged (if applicable)
- A statement of the requirements for ongoing and continuing REB review
- A Statement that the protocol, information letter and consent form, and the conduct of the study must not be altered unless a request for amendment of the conditions for ethics approval have been reviewed and ethics approval has been granted by the REB, except in those situations where a modification is required to eliminate an immediate hazard to research participants
- A statement that the REB operates in compliance with applicable regulations and the CGSB

CAN/CGSB-191.1-2013 –  
(4.4.5.3)

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**3.5. Communication During Consideration of the Study Submission**

Correspondence and communication between the REB and the Local Principal Investigator is delegated to the REB Office staff. The REB Office staff may use his or her discretion whether to communicate in writing via electronic mail and/or by ordinary letter. Written correspondence will be originally signed by the REB Office staff. Electronic correspondence will bear the electronic address of the REB Office staff according to accepted business standards.

Written communications will contain the following information:

- Identification of the application reviewed
- Whether the application was reviewed at a convened meeting of the REB and, if so, the date of that meeting
- A statement that the REB operates in compliance with applicable regulations and the CGSB

CAN/CGSB-191.1-2013 –  
(4.4.5.2)

**3.6. Correspondence Providing Approval of Amendments, etc.**

REB approval of research submissions (including initial applications, amendments, serious adverse events, and continuing reviews) will be provided by written letter format or alternatively using an REB-approved form designated for that purpose. Written correspondence will be signed by the REB Chair or his/her designee.

Revision history

V4/July 2014: CAN/CGSB-191.1-2013 references incorporated to reflect compliance. Changed Research Advisory Committee to Research, Teaching & Learning Advisory Committee. Revised section 3.3: added information regarding the content of REB approval communications. Revised section 3.4: added information regarding the content of REB communications.

V5/May 2015: Added that REB Chair or designee can delegate signing authority to voting REB members or REB Office staff with the appropriate qualifications, knowledge and experience.