

**Ottawa Health Science Network Research Ethics Board (OHSN-REB) /
Conseil d'éthique de la recherche du réseau de science de la santé d'Ottawa (CÉR-RSSO)**

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OHSN-REB Standard Operating Procedure Addendum

Rationale: The OHSN-REB is a member of the Canadian Association of Research Ethics Boards (CAREB), and as approved by the Operations Committee, has converted to N2 - CAREB SOPs. To reflect specific OHSN-REB requirements, this addendum complements the N2- CAREB SOP noted below.

N2/CAREB SOP: # 106 – Signing Authority

N2-CAREB SOP Guidelines	OHSN-REB Standard Operating Procedure Addendum
<p>5.1 Delegation of Signing Authority</p> <p>5.1.1 The REB Chair or designee may delegate signing authority for documents related to REB review and approval;</p>	<ul style="list-style-type: none"> • The REB Chair and Vice-Chairs may sign documents related to REB review and approval on behalf of each other after a review of the file unless they have a conflict of interest with a particular file. • The REB Chair and Vice-Chairs delegate signing authority to the REB Administrative Manager during extended periods of absence. • The posted REB Membership List indicates who has signing authority on study files. • Prior to an extended period of absence and to expedite the processing of approval letters, the REB Chair or Vice-Chair may issue a letter of authorization to delegate signing authority to the REB Administrative Manager. • The REB Chair and Vice-Chairs delegate signing authority to REB physician members for the review of initial delegated, prospective, minimal risk applications.
<p>5.1.4 The REB Chair or designee should clearly define the parameters of the delegated authority;</p>	<ul style="list-style-type: none"> • No conflict of interest for the REB Chair or designee signing the letter • The REB Chair or designee may only sign on behalf of each other after a review of the file. • The REB Chair and Vice-Chairs delegate signing authority for delegated, prospective, minimal risk applications to REB physician members. • Protocols reviewed by the full Board or in a Delegated fashion must have documented Chair or Vice-Chair or REB physician member oversight/approval to be signed by the REB Administrative Manager. • Applications which meet the criteria for review by the REB Coordinators in SOP Addendum 401 may be signed by the REB Administrative Manager without documented REB Chair or Vice-Chair oversight.

Revision History		
Version Number	Effective Date	Summary of Changes
Version 3	December 14, 2022	Addition of signing authority delegation to REB physician members
Version 2	January 12, 2022	Administrative changes (logos, rationale, etc.)
Version 1	September 1, 2015	Initial Version
This N2-CAREB SOP Addendum has been reviewed and approved by the OHSN-REB Administrative Committee.		