

OHSN-REB APPLICATION SIGNATURE REQUIREMENTS

Appendix 1: Signature Requirements for the OHSN-REB Submissions

Exception: The Board of Record reserves the right to request the Principal Investigator signature at any time (i.e., if the re-submission or subsequent correspondence involves significant revisions related to safety information).

Note: Delegated signatories must be listed on the study delegation log prior to assuming this responsibility. A copy of the delegation log could be requested at the discretion of the Board of Record.

Type of Application	Required Signatures
Initial Application	
First time Initial Application is submitted	Principal Investigator Co- Investigator (if included in the application) For TOH/OHRI studies: Department Head <ul style="list-style-type: none"> • Exceptions: <ul style="list-style-type: none"> ○ Division Head for studies from Department of Medicine and Department of Surgery ○ Deputy Scientific Director, Practice Changing Research or the Research Program Director if Department Head conflict with the application. For UOHI/OHIRC studies: Division Head <ul style="list-style-type: none"> • Exceptions: <ul style="list-style-type: none"> ○ Chief Scientific Officer if Division Head conflicts with the application. ○ CEO if Chief Scientific Officer conflicts with the application.
Subsequent correspondence to Initial Application (i.e., in response to requests for modifications from the REB)	Principal Investigator or Delegate <i>The REB's review letter will indicate if PI signature is required.</i>
Post Approval Application	
First time post approval form is submitted <u>For example:</u> <ul style="list-style-type: none"> • Amendment (with some exceptions identified below) • Reportable Event • Continuing Review • Study Closure 	Principal Investigator
Subsequent correspondence to post approval form (i.e., in response to requests for modification from the REB)	Principal Investigator or Delegate

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		<i>The REB’s review letter will indicate if PI signature is required.</i>
Amendment Exceptions		
Amendment to change Principal Investigator		Principal Investigator (current) Principal Investigator (new) For TOH/OHRI studies: Department Head <ul style="list-style-type: none">• Exceptions:<ul style="list-style-type: none">○ Division Head for studies from Department of Medicine and Department of Surgery○ Deputy Scientific Director, Practice Changing Research or the Research Program Director if Department Head conflicts with the application. For UOHI/OHIRC studies: Division Head <ul style="list-style-type: none">• Exceptions:<ul style="list-style-type: none">○ Chief Scientific Officer if Division Head conflicts with the application.○ CEO if Chief Scientific Officer conflicts with the application.
Amendment to change Co-Investigator (i.e., addition of a new Co-Investigator or replacement of the current Co-Investigator with a new Co-Investigator)		Principal Investigator Co-Investigator (new)
Amendment to change Primary and/or Alternate Research Staff member to change		Principal Investigator or Delegate
Amendment to change the study’s contingency plan		Principal Investigator
<p style="text-align: center;"><u>Exceptions to the signature process:</u></p> <p style="text-align: center;">The OHSN-REB reserves the right to request the Principal Investigator signature at any time.</p>		
Revision History		
Version Number	Effective Date	Summary of Changes
Version 4	April 30, 2025	Updated for when the Department Head or Division Head are in conflict with the REB application.
Version 3	September 27, 2022	Updated instruction for TOH/OHRI Department Head signs for clarity; added instruction for UOHI/OHIRC Division Head sign off; added pagination

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Version 2	January 12, 2022	Updated instruction for TOH/OHRI Department Head signs (replaced “supervisor” with “Dr. Bill Cameron”); updated Amendment descriptions for clarity
Version 1	October 2, 2019	Initial Version
This N2-CAREB SOP Addendum has been reviewed and approved by the OHSN-REB Administrative Committee.		