

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 – Signatory Authority

N2-CAREB SOP Guidelines	OHSN-REB Standard Operating Procedure Addendum
<p>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 are signed by a person or persons having the appropriate authority to do so.</p>	<p>Local IRIS REB Application REB approvals and acknowledgements are entered into the electronic local IRIS REB application. All electronic approvals are accompanied by the Chair/Vice-Chair signature block, the name of the person who generated the letter and the date, and time the letter was issued.</p> <p>CTO Stream REB Application REB approvals and acknowledgements are entered into the electronic CTO REB Application CTO Stream system. All electronic approvals are accompanied by the Chair/Vice-Chair signature block and the name of the person who generated the letter. The date and time of when the letter was sent is captured in CTO Stream.</p>
<p>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;</p>	<p>The REB Chair/Vice-Chairs may review documents and sign approval and acknowledgement letters on behalf of each other unless they have declared a conflict of interest with the study.</p> <ul style="list-style-type: none"> When the Chair/Vice-Chair sign on behalf of each other, their name will appear under the signature block as signing on behalf of. The date and time captured for the letter generated is as described above in 5.0 Procedure. <p>The REB Chair/Vice-Chair has delegated signing authority to the Research Ethics Manager and REB office personnel.</p> <ul style="list-style-type: none"> Refer to the <i>Delegation of Signing Authority Logs</i> which outlines the specific individuals authorized to sign on behalf of the Chair/Vice-Chair and for what purpose.

	<ul style="list-style-type: none"> When the Research Ethics Manager or REB Office Personnel sign on behalf of the REB Chair/Vice-Chairs, their name will appear under the REB Chair/Vice-Chair's signature block as the person who generated the letter which will be attributed to the Research Ethics Manager or REB Office Personnel signing on behalf of the Chair. The <i>Delegation of Signing Authority Log</i> ensures the efficient management of REB activities while maintaining compliance with applicable ethical standards and regulations.
5.1.4 The REB Chair or designee should clearly define the parameters of the delegated authority;	REB Chair/Vice-Chair, Research Ethics Manager, and REB Office Personnel shall declare any conflicts of interest in alignment with SOP 105A – Conflicts of Interest REB Members and REB Office Personnel.
5.1.5. The REB Chair or designee may delegate signing authority indefinitely or for defined periods of time (e.g., for absences).	<p>The REB Chair and Vice-Chairs delegate signing authority to each other during absences.</p> <p>For conflicts of interest and in absence of the REB Chair/Vice-Chair, the Research Ethics Manager may review documents and sign approval and acknowledgement letters on behalf of the Chair/Vice-Chair.</p> <ul style="list-style-type: none"> 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 Research Ethics Manager.
5.1.6 Delegation of signing authority must be documented and kept on file.	The <i>Delegation of Signing Authority Logs</i> are kept on file within the REBs SharePoint SOPs and Polices documents.

Revision History

Version Number	Effective Date	Summary of Changes
Version 4	October 21, 2024	Clarification on electronic signature process for local IRIS REB application submissions and CTO Stream. Also, clarification on Chair delegation signing authority to REB Office Personnel, REB Facilitator and Manager (see appendix and delegation logs). Removal of signing authority to REB physician members.
N/A	September 29, 2023	No revisions required to addendum N2 CAREB SOP version 106.004
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.