



Section 200	SLC-REB Organization
Title	SLC-REB Chair Signatory Authority
SOP Code	202.001
Effective Date	January 31, 2018

Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

1.0 PURPOSE

This standard operating procedure (SOP) specifies who has the authority to sign documents on behalf of the SLC-REB and describes the responsibilities of such individuals, and the circumstances under which signing authority may be delegated.

2.0 SCOPE

This SOP pertains to the SLC-REB and establishes its authority and jurisdiction to review human participant research conducted under the auspices of St. Lawrence College and ensure compliance with applicable regulations and guidelines. The scope of SLC-REB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants".

3.0 RESPONSIBILITIES

The Research Services Office is responsible for ensuring that the requirements of this SOP are met.

The SLC-REB Chair or designee is responsible for signing documents related to SLC-REB review and approval of research. If the task of signing is delegated to a qualified



individual or individuals, the responsibility for oversight remains with the SLC-REB Chair.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

SLC-REB is accountable for its activities and decisions, and appropriate controls must be applied to ensure that documentation related to SLC-REB review and approval of research are signed by a person or persons having the appropriate authority to do so.

5.1 Signing Authority

The SLC-REB Chair or designee is authorized to sign any and all documents in connection with the review and ethical approval of research projects involving human participants that have been reviewed and found ethically acceptable by the SLC-REB.

5.2 Delegation of Signing Authority

- 5.2.1 The SLC-REB Chair may delegate signing authority for documents related to SLC-REB review and approval;
- 5.2.2 The SLC-REB Chair or designee may only delegate signing authority to SLC-REB members or Research Services Office personnel with the skill and knowledge necessary for the effective exercise of the authority;
- 5.2.3 The SLC-REB Chair or designee may not delegate their signing authority to ad hoc advisors or to independent contractors;
- 5.2.4 The SLC-REB Chair or designee should clearly define the parameters of the delegated authority;



- 5.2.5 The SLC-REB Chair or designee may delegate signing authority indefinitely or for defined periods of time (e.g., for absences);
- 5.2.6 Delegation of signing authority must be documented and kept on file and, if applicable, may need approval from the Director, Innovation and Business Engagement.

5.3 REB Reviews, Decisions and Other Correspondence with the Researcher

- 5.3.1 For each submission reviewed at a Full Board meeting, the responsible Research Services Office personnel records the decision made by the Full Board;
- 5.3.2 Communication of the SLC-REB decision made at a Full Board meeting must be reviewed and authorized by the SLC-REB Chair or designee or as otherwise delegated by the SLC-REB Chair or designee;
- 5.3.3 For each submission that undergoes delegated review, the reviewer's decision is documented;
- 5.3.4 Once a final decision is documented by the SLC-REB Chair or designee, the responsible Research Services Office personnel may issue the decision or letter;
- 5.3.5 All activities are documented in the research file;
- 5.3.6 Any letters, memos, or emails between the SLC-REB and researchers that provide information concerning the review of research (e.g., requests for consent form changes, requests for additional information) and that do not imply or appear to imply approval of the research, may be issued as per delegated signing authority;
- 5.3.7 All reviews, actions, decisions and signatures are filed within the research file;
- 5.3.8 All correspondence is retained in the research file.



5.4 Correspondence with External Agencies

- 5.4.1 The SLC-REB Chair or designee signs all correspondences concerning ethical matters under SLC-REB jurisdiction;
- 5.4.2 The Senior Vice President, Academic (i.e., the official legally authorized to represent St. Lawrence College on matters concerning the SLC-REB), their designee, or the Director, Innovation and Business Engagement, sign correspondences with agencies of the federal government (NSERC, SSHRC, CIHR, Health Canada, OHRP, FDA), with all funding agencies and/or sponsors, and with other institutions for institutional authorization agreements.

6.0 REFERENCES

Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans; Tri-Agency Framework: Responsible Conduct of Research; SLC-Policy: Ethical Conduct of Research Involving Humans; SLC-Policy: Research Integrity.

7.0 REVISION HISTORY

SOP Title	Version	Updates
SLC-REB Chair Signatory Authority	v.202.001 January 31, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.