

**SIGNATORY AUTHORITY**

<b>SOP #:</b>	<b>107</b>	<b>VERSION #:</b>	<b>1</b>	<b>EFFECTIVE DATE:</b>	<b>5/1/09</b>	<b>SUPERSEDES DOCUMENT:</b>	<b>/ /</b>
<b>THIS POLICY PERTAINS TO:</b>		<b>IRB CHAIRPERSON, IRB STAFF, IRB MEMBERS</b>					
<b>RESPONSIBILITY FOR EXECUTING POLICY:</b>		<b>ASSOCIATE VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT, IRB CHAIRPERSON, IRB STAFF</b>					
<b>LAST REVIEWED ON:</b>		<b>/ /</b>		<b>RESULTS:</b>	<b>REVISED</b>		
<b>APPROVAL AUTHORITY:</b>		<b>Associate Vice President for Research and Economic Development</b>					
<b>APPROVED BY:</b>						<b>DATE:</b>	<b>/ /</b>

**1. POLICY**

The IRB Chairperson and IRB Vice Chairperson are authorized to sign any and all documents in connection with the review and approval of research projects involving the use of humans as subjects, which have been reviewed and approved pursuant to the University of North Dakota policies and procedures.

**2. SPECIFIC POLICIES**

**2.1 Authorization for Signatory Authority**

Authorization to sign documents not described in this policy may be made in writing to the Associate Vice President for Research and Economic Development.

**2.2 Chair Designee**

The IRB Chairperson may authorize members of the IRB to act as his/her designee after they have served a minimum of three months on the IRB.

**2.3 Results of Reviews, Actions and Decisions**

The results of reviews and actions taken by the IRB, either by full Board or expedited review, that grant or appear to grant Investigators with the initial or continuing approval of research projects involving human subjects, may be signed by the IRB Chairperson, IRB Vice Chairperson, or designated members of the IRB.

**2.4 Routine Internal Correspondence**

Any action, letters, memos, or emails between the IRB and members of the faculty or staff of the University that provides information concerning the review of research protocols by the IRB or staff which do not imply or appear to imply approval of a project, may be signed by the IRB Chairperson, IRB Vice Chairperson, designated members of the IRB, or IRB Staff members.

**2.5 Correspondence with External Agencies**

Any letters, memos, or emails sent to agencies of the federal government, funding agencies (whether private or public) or their agents will be signed by the Associate Vice President for Research and Economic Development.

**2.6 Decisions Made by Chairperson**

Any letters, memos, or emails sent representing the decision or opinion of the IRB Chairperson, IRB Vice Chairperson, or their respective designees, as long as such correspondence does not imply review and approval of research, may be signed by IRB staff if so designated by the Chairperson or IRB majority in a convened meeting.

**3. RESPONSIBILITY**

The Associate Vice President for Research and Economic Development is responsible for establishing the overall procedure for delegating signatory authority, and is responsible for implementing and controlling signatory authority designations.

The IRB Chairperson is responsible for authorizing designees.

The IRB Chairperson, IRB Members and staff are responsible for adhering to institutional signatory authority policies.

**4. APPLICABLE REGULATIONS AND GUIDELINES**

[45 CFR 46.103](#)

[45 CFR 46.115](#)

**5. PROCEDURES EMPLOYED TO IMPLEMENT THIS POLICY**

Who	Task
<i>Associate Vice President for Research and Economic Development, IRB Chairperson, IRB Vice Chairperson, IRB Secretary</i>	Establish signature authority delegation based on nature of documents being signed. Sign all documents related to the review and approval of research projects and correspondence with external agencies. Staff members are not authorized to sign any correspondence with external agencies. The Associate Vice President for Research and Economic Development or his or her designee must sign such documents.
<i>IRB Chairperson</i>	Establish designee authority in writing.
<i>Associate Vice President for Research and Economic Development</i>	Sign routine internal correspondence or actions taken by the IRB Chairperson if authorized to do so by the IRB Chairperson.
<i>IRB Secretary</i>	Add IRB Chairperson designee to IRB member roster.