

UWO – HSREB & NMREB	GUIDELINE	4-G-003	Page 1 of 1
Effective date: July 1, 2004 Revised: December 1, 2004	SIGNING AUTHORITY		

All decisions and approvals regarding the research will be filed in the Office of Research Ethics study file and approved in writing by an authorized official. The following tables indicate the persons able to authorize approvals and sign documents and under what conditions they may do so. All initial protocols and revisions approved by Expedited review are reported to the REB and appended as part of the Minutes.

APPROVAL AUTHORIZATION TABLE				
Indicates minimum level of authority required to approve various actions related to the research protocols.				
Action	Risk Level MR = minimal risk	Full REB (as per Minutes)	Chair / Deputy or Director ORE	Ethics Officer
Initial approval	Research > MR	√		
Initial approval	Research ≤ MR		√	
Revision	Revision > MR	√		
Revision	Revision ≤ MR Substantial change in methodology, Increase in subjects		√	
Revision	Revision ≤ MR Including but not limited to revisions related to Administration, Survey instruments, Procedure and implementation, End date, Recruitment procedures, documentation e.g. ads, pamphlets etc.			√
Confirmation of required modifications or responses	Modification/response issue > MR, or requires specific expertise to interpret (e.g. medical, statistical etc.)		√	
Confirmation of required modifications or responses	Modification /response issue ≤ MR or requires little or no interpretation or special expertise (e.g. changes to LOI etc)			√
Updated Approval request	Research > MR and/or FDA monitored	√		
Emergency Release			√	

SIGNING AUTHORIZATION TABLE			
Once the protocol or revision has been approved and authorized in writing as noted in the Approval Authorization Table the following persons may sign the Recommendations Notifications and Approval Notices on behalf of the REB.			
<i>N.B. Only 1 signature is required on the notice.</i>			
	Chair / Deputy	Director ORE	Ethics Officer
Initial Review Recommendations Notification	√	√	√
Initial Approval Notice	√	√	√
Updated Approval Notice	√	√	√
Revision Review Recommendations Notification	√	√	√
Revised Approval Notice	√	√	√