



Signatory Authority

1. SCOPE

- 1.1. System-Wide

2. DEFINITIONS & EXPLANATIONS OF TERMS

- 2.1. None

3. PROCEDURE BODY

Signatures on IRB submissions document that a person responsible for the conduct of the research attests to the comprehensiveness and accuracy of information. Only individuals with signatory authority may sign submitted documents. Signatures may be written or electronic. This procedure discusses what signatures are acceptable on IRB documents.

3.1. Principal Investigators

- a. In most circumstances, the Principal Investigator (PI) of each research study is expected to sign all required IRB forms.

3.2. Exceptions Allowing for Signatures of Individuals Other Than Principal Investigator

a. Co-Investigators

- In the event of an extended absence by a PI, or a time-sensitive IRB submission required when the PI is not available, the signature of a co-investigator will be accepted for issues involving previously approved research. A co-investigator may not sign a new application, nor a request to terminate a study.

b. Director of Clinical Research or Center Director

- When a study does not have a co-investigator, and in the event of an extended absence by a PI, or a time-sensitive IRB submission required when the PI is not available, the signature of the Director of Clinical Research or the appropriate Marshfield Clinic Research Foundation Center Director will be accepted.
 - For all forms submitted with a signature of an individual other than the PI, under the authority described above, the PI must receive a copy of the IRB submission. This step is taken to ensure that the PI is kept informed of what is submitted, as he or she is ultimately responsible for the oversight of the research study. If an individual other than the PI signs the IRB forms, there must be documentation to the IRB that the signed form has also been provided to the PI.

4. ADDITIONAL RESOURCES

- 4.1. References:
- None

- 4.2. Supporting documents available:
- None

5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	New Document in Document Control transferred from Policy and Handbook Library - #1378.3 (no changes made)
2.0	
3.0	

6. DOCUMENT PROPERTIES

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PROCEDURE