



FRIENDS RESEARCH INSTITUTE, INC.
1040 Park Avenue, Suite 103
Baltimore, MD 21201

Subject: General Administration
Division: IRB
Date: March 1, 2012

IRB Policy 101.4: SIGNATORY AUTHORITY

Policy

The IRB Administrator is 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 by the IRB pursuant to IRB policies and procedures, provided the Chairperson or designated reviewer grants this authority in writing or verbal permission.

In all cases, the IRB Administrator must sign the Chairperson's (or Designated Reviewer's) name along with the IRB Administrator's initials, to indicate that s/he signed for the Chairperson (or Designated Reviewer's).

Definitions

1. **Review and approval of research projects:** Any action or decision taken by the IRB through full or expedited review mechanisms, which grants Investigators with initial or continuing approval of research involving human subjects.
2. **Routine correspondence:** Any action, letters, memos or emails between the IRB staff and members of the IRB and between IRB staff and Investigators that provides information concerning the review of research protocols by the IRB or staff which do not imply or appear to imply approval of research.
3. **Decisions made by Chairperson:** Any letters, memos or email sent representing the decision or opinions of the Chairperson of the IRB or their respective designee as long as such correspondence does not imply review and approval of research projects.

Authorization for Signatory Authority

Authorization to sign documents not described in this policy may be made in writing to the IRB Administrator.

Correspondence with External Agencies

The Institutional Official will sign any letters or memos sent to agencies of the federal government, except for Prisoner Certification Letters, which will be sent directly from the IRB Administrator.

Responsibility

1. The Institutional Official is responsible for establishing the overall procedure for delegating signatory

authority.

2. IRB Administrator (or equivalent) is responsible for documenting and implementing signatory authority delegations.
3. IRB Chairperson, members and staff are responsible for adhering to institutional signatory authority policies.

Applicable Regulations and Guidelines

45 CFR 46.103, 46.115

21 CFR 56.115