



**Human Research Ethics
Guidelines for Signatures on Application Forms**

The following guidelines are established by the Associate VP Research Operations effective May 7, 2012.

Research ethics applications (regular applications, in principle applications, waivers, course based and modifications) with the exception of annual renewals, must be submitted in hard copy with original signature(s).

If an application does not conform to these guidelines, we will contact you. The application will be held at the end of the queue, and will not be forwarded for review until the signatures meet these guidelines.

SIGNATURES MUST CONFORM TO THE FOLLOWING:

1. Signatures are required on the application form for all of the following categories/positions:

- The principal investigator
- The supervisor or co-supervisor (when the principal investigator is a student or post doc)
- The department chair, director or the dean OR acting chair, acting director or acting dean

Not acceptable:

- Missing signatures in one or more of the above categories/positions
- The same individual may not sign in more than one of the above categories/positions -
If the principal investigator or the supervisor is also the chair, director or dean, signees must seek a signature from the person to whom your position reports.

2. Original signatures

The application must contain at least one original signature (in pen) from one of the following categories/positions:

- Supervisor or co-supervisor (only if the principal investigator is a student or a post doc)
- The chair, director or the dean.

Not acceptable as an original signature:

- *Email message from the signee*
- *Photo copied signature*
- *Scanned or electronic signature*
- *Faxed signature*

INSTRUCTIONS FOR OFF-CAMPUS (DISTANCE STUDENTS) OR WHEN A STUDENT'S SUPERVISOR IS OUT OF TOWN

Many departments have systems in place to help off-campus students obtain signatures and submit their application form to Research Ethics and when a supervisor is out of town or on sabbatical.

Students should contact their departmental secretary and their supervisor.

The supervisor and departmental office would then be responsible for coordination for obtaining the supervisor's signature and an original signature (usually from the chair, director or dean) and forwarding the signed hard copy application to Research Ethics via campus mail.