

SAINT LOUIS
UNIVERSITY

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Electronic Signatures

Policy Number: RC004

Version No. 1.0

Classification: Research Compliance

Effective Date: December 1, 2010

Responsible University Official: Vice President for Research

1.0 INTRODUCTION

Saint Louis University recognizes the need for electronic submission of documents pertaining to research and research compliance, including grant applications and other related documents, protocols presented to the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC), disclosures submitted to the Conflict of Interest in Research Committee (COIC), and other documents requiring authorized University signatures.

2.0 PURPOSE

The purpose of this policy is to authorize electronic signatures for documents requiring official University signatures.

3.0 PERSONNEL AFFECTED

This policy applies to all personnel who are authorized University signatories for research related documents.

4.0 DEFINITIONS

Authorized University Official: An employee of Saint Louis University to whom the President has granted authority to legally bind the University in matters concerning research and related materials.

Electronic Signature: A representation of an Authorized University Official that is provided electronically, either by use of a unique email address or other electronic format. An electronic signature by an Authorized Official is recognized as valid and binding upon the University.

5.0 POLICY

It is the policy of Saint Louis University to provide approved individuals with electronic signatures which are unique to each individual and not shared with, used by, or assigned to anyone else.

The identity of each individual with an electronic signature has been verified by University officials with authorization to provide such signatures.

These electronic signatures are recognized as the equivalent of a handwritten signature and are legally binding.

6.0 RESPONSIBILITIES

It is the responsibility of the University to provide electronic signatures to individuals who are authorized by the President to legally bind the University in matters concerning research and related documents.

It is the responsibility of each Authorized University Official with an electronic signature to keep such signature secure. Sharing of individual electronic signatures is prohibited.

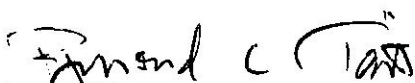
7.0 REFERENCES

Code of Federal Regulations - CFR Title 21, Volume 1, Subpart C, Section 11.100

APPROVAL SIGNATURES

This policy was developed by:
Carole Knight, Ph.D.

This policy was approved by:



Raymond C. Tait, Ph.D.
Vice President for Research
Saint Louis University

Date:

