DHR HEALTH INSTITUTE FOR RESEARCH & DEVELOPMENT
POLICY AND PROCEDURE

SUBJECT: Clinical Research Program Signatory Authority	Policy #: CRP-1005
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DEPARTMENT: DHR Health Institute for Research & Development	OF: 1
	EFFECTIVE: 02/19
APPROVED BY: Sohail Rao, MD, D.PHIL, President & Chief Executive Officer (Institutional Official, OHRP, DHHS)	REVIEWED/REVISED: 02/19, 02/20, 11/20, 01/21, 04/21, 05/21

Purpose:
The purpose of this policy and procedure is to indicate the appropriate parties responsible for any official legal, contractual, and/or monetary documents involving the Clinical Research program at DHR Health Institute for Research & Development.

Applies To:
This policy applies to the following potential research investigator; Physician staff employed by RMF and its affiliates; staff employed by DHR Health and its affiliates; faculty, fellows, residents, students of academic institutions with a current affiliation agreement with DHR Health Institute for Research & Development; staff and physicians of non-academic institutions with a current affiliation agreement with DHR Health Institute for Research and Development; Physicians with privileges to practice medicine in DHR Health, Physicians and staff employed by Starr County Memorial Hospital and its affiliates; faculty, fellows, residents, students of academic institutions with a current affiliation agreement with Starr County Memorial Hospital and its affiliates; staff and physicians of non-academic institutions with a current affiliation agreement with Starr County Memorial Hospital and its affiliates; Physicians with privileges to practice medicine in Starr County Memorial Hospital and its affiliates.

Definition:
An **authorized signatory** is an individual who has legal power to sign an official document on behalf of someone else, according to The Law Dictionary. **Authorized signatories** also sometimes act on behalf of businesses to commit to binding agreements (https://www.reference.com/government-politics/authorized-signatory).

Policy:
The DHR Health Institute for Research & Development policy is such that the President/Chief Executive Officer or individual assigned to such position will have full signatory authorization on any and all clinical research documents including but not limited to confidential disclosure agreements (CDA), clinical trial agreements (CTA) and any clinical trial related document binding DHR Health Institute for Research & Development to another entity.

This does not include documents required by the U.S. Food and Drug Administration such as the Form 1572 which is the binding document between the Principal Investigator and the FDA.

Procedure:
1. All aforementioned documents must be thoroughly vetted by the assigned staff in DHR Health Institute for Research & Development.
2. Both hard copies and electronic copies must be filed with the DHR Health Institute for Research & Development.