Memorandum

To: To Whom It May Concern

From: John Stillman
       Director
       University of Utah IRB

Date: July 5, 2006.

Subject: Electronic Research Integrity and Compliance Administration (ERICA) System
Electronic Signature Policy

The University of Utah Electronic Research Integrity and Compliance Administration (ERICA) system authenticates all users according to their role within the Institution and Human Research Protection Program (HRPP). In order to log-in, users must authenticate via a Lightweight Directory Access Protocol (LDAP) Server by providing a user ID# (UNID) and password. The IRB Chair, Co-Chair, and Vice Chair are the only user roles authorized to approve minimal, moderate, and high risk research.

The IRB defines an electronic signature as "a process/action that is logically associated with a record and executed by an authorized person with the intent to sign the record." IRB approval notices are digitally signed because the Chair/Co-Chair/Vice Chair who grants approval has been authenticated as part of the log-in process and understands that his/her submission process following review is done with the 'intent to sign the record'. While the documents may not display a visible mark, we can validate that any document has been properly submitted, reviewed and approved. If you have any questions, please contact our office and we will be glad to assist you.