

SVHM Digital Signature Guidelines

The following guidelines are recommended for the execution of legal documents by researchers and Sponsors for research conducted at SVHM.

SVHM RGU's preferred methods of executing legal agreements are via Adobe Sign, DocuSign or direct PDF signing. It is requested that documents are submitted partially executed unless review is required.

Submitting partially executed agreements via DocuSign/Adobe Sign

Legal documents must **not** be sent via DocuSign/Adobe Sign without previously having submitted an application or request for amendment to research.ethics@svhm.org.au via email.

As per the information provided on the SVHM webpage, all revised legal documents must be submitted for post-approval amendment review. Partially executed legal documents signed by the appropriate parties are required at the time of amendment submission.

For legal documents pertaining to new ethics or governance applications, as above, partially executed legal documents signed by the appropriate parties are required for review at the time of new ethics or governance submissions.

A [Contract Submission Form](#) must be submitted in conjunction with the corresponding submission.

***Please note that legal documents will not be fully executed until final approval is imminent.**

- Send a request for signature to Dr Tam Nguyen, Executive Officer of Research:
tam.nguyen@svha.org.au

Submitting partially executed agreements via email

Legal documents may be submitted in conjunction with new applications and amendments via email. Please ensure that the agreement is in **PDF** format.

Please ensure that the document is **not** locked as locked documents cannot be signed.

- Send a PDF copy of the legal agreement to the RGU via email within a new application or amendment to: research.ethics@svhm.org.au

Resources:

- [SVHM Human Research Ethics Webpage](#)
- [Contract Submission Form](#)

- [DocuSign eSignature User Guide](#) – page 20
- [Adobe Sign Get Started guide](#)