

SVHM HREC Digital Signature Guidelines

The following guidelines must be adhered to for the execution of legal documents by researchers, CROs or Sponsors for research conducted at SVHM or reviewed by the SVHM HREC.

SVHM's preferred methods of executing legal agreements are via direct PDF signing, Adobesign or DocuSign. It is a mandatory requirement that all agreements are partially executed prior to submission unless legal review is required.

Overview

1. A draft of the agreement/s is submitted within an application to the Research Governance Unit (RGU) for review.
2. If the agreement is to be signed using DocuSign or Adobesign, the contract submission form must be submitted within the application.
3. The agreement will be reviewed by the RGU.
4. When final approval is ready to be issued, the RGU will advise the Director of Research/Deputy Director of Research that the agreement may be fully executed. The details provided on the Contract Submission Form will be used to locate the request for signature.
5. Approval will be issued by the RGU, with fully executed agreements provided in conjunction with the approval letter.

Important notes

1. Do **not** send reminders to the Director or Deputy Director. The agreements will be signed only when approval is granted. Please ensure that email reminders are turned **OFF**.
2. Do **not** contact the Director or Deputy Director directly. The RGU is responsible for the facilitation of executing agreements.
3. Please ensure that the Email Subject title provided on the Contract Submission Form matches **exactly** that of which is sent to the Director or Deputy Director.

Submitting partially executed agreements via DocuSign/Adobesign

A request for signature must **not** be sent via DocuSign/Adobe Sign unless an application or request for amendment has been submitted to the RGU. The legal documents must be partially executed by all parties except SVHM at the time of submission.

A Contract Submission Form must be submitted with the corresponding application.

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



ST VINCENT'S
HOSPITAL
MELBOURNE

- Send the request for signature to Dr Megan Robertson, Director of Research:
megan.robertson@svha.org.au
- Send the request for signature to Dr Tam Nguyen, Deputy Director of Research:
tam.nguyen@svha.org.au

Submitting PDF agreements for direct PDF signing

Legal documents may be submitted in conjunction with new applications and amendments via the usual submission pathway if DocuSign/Adobesign is not required. In this case, the agreement must be in **PDF** format. The legal documents must be partially executed by all parties except SVHM at the time of submission.

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

A Contract Submission Form does not need to be submitted.

- Provide a PDF copy of the legal agreement to the RGU via the usual submission pathway 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](#)

Legal Contract Submission Form for DocuSign/Adobesign Requests

Please utilise the following contact details:

megan.robertson@svha.org.au

[PH: \(03\) 9231 6970](tel:(03)92316970)

Study Title:
Protocol Number:
Sponsor:

Contract 1

Contract type (e.g. CTRA)	
Email Subject title	
Date sent	
Sent via DocuSign or Adobesign? (please specify)	

Contract 2 (if applicable)

Contract type (e.g. CTRA)	
Email Subject title	
Date sent	
Sent via DocuSign or Adobesign? (please specify)	

Legal Contract Submission Form for DocuSign/Adobesign Requests

Please utilise the following contact details:

tam.nguyen@svha.org.au

[PH: \(03\) 9231 6980](tel:(03)92316980)

Study Title:
Protocol Number:
Sponsor:

Contract 1

Contract type (e.g. CTRA)	
Email Subject title	
Date sent	
Sent via DocuSign or Adobesign? (please specify)	

Contract 2 (if applicable)

Contract type (e.g. CTRA)	
Email Subject title	
Date sent	
Sent via DocuSign or Adobesign? (please specify)	