



## Delegation of Authority

### I. Purpose

This Policy establishes who at Weill Cornell Medicine (WCM) is empowered to make decisions, sign documents, and take action on behalf of Human Research Protection Program (HRPP) leadership.

### II. Revisions from Previous Version

None.

### III. Definitions

None.

### IV. Policy

The Institutional Official may delegate their authority to the following positions:

1. Human Research Compliance Executive Director
2. Chief Research Compliance Officer

The Human Research Compliance (HRC) Executive Director may delegate their authority to the following positions:

1. Associate Director
2. HRC staff with managerial responsibilities

The IRB Chairs may delegate their authority to the Vice Chairs. In that instance that Chairs and Vice Chairs are not available, senior IRB members or HRC staff will assume responsibilities for running an IRB meeting.

Any of the positions within the above groups can act or sign for others.

When WCM HRPP policy documents reference specific positions (e.g., "HRC Executive Director"), it is assumed to reference that position's designees as well (e.g., "Associate Director"), unless otherwise noted.

### V. Procedure

1. The individual deferring authority will designate to the individual taking responsibility.
2. HRC Staff will be notified of appropriate individual to take action on an issue.
3. The research community will be notified when appropriate.

### VI. References

None.