

Digital signature options for HRC contracts and variations

The following guidance is for research provider organisations (hosts) entering into, or varying, research contracts with the Health Research Council of New Zealand.

Host signatories on contracts and variation schedules can choose to sign using any of the below three options.

Option 1: Print, sign using 'wet ink', scan

Option 2: Apply digital signatures using your own tool(s)

Option 3: Apply digital signatures using the HRC-managed Secured Signing tool

The sequence of actions is slightly different for using option 3 for new contracts, so we have summarised this in a workflow diagram below. Please note that Option 3 is free for host signatories to use, and setup of a username and password are not required.

For any queries regarding these signature options, contracts and variations, please contact Dr Deming Gong at <u>dgong@hrc.govt.nz</u>. For general enquiries to the HRC, please email us at <u>info@hrc.govt.nz</u> and our administrators will forward your query to the most appropriate person.

For variation requests and schedules

Note that signatures are no longer required on variation request forms.

When a host sends a variation request to the HRC, they should also advise the name and email of the person authorised to sign the variation schedule. If you prefer to sign using option 1 or 2, please let us know this specifically when you submit your variation request, as otherwise the HRC will use Secured Signing for all variation schedules by default.

Once a variation request has been reviewed and approved by the HRC, the HRC will send out a variation schedule through Secured Signing in the following sequence:

- Host authorised signatory
- o HRC authorised signatory
- A fully signed copy is automatically sent to all signatories via a Secured Signing automated email. Please forward to anyone else within your host organisation who needs the fully signed copy.



Workflow options for new contracts

HRC sends draft Third and Fourth schedules* with outcome letters. Host returns updated Third and Fourth schedules.

> HRC sends a draft contract to the host. Amendments can be negotiated if required.

Option 1: Print, sign using 'wet ink', scan OR Option 2: Apply digital signatures using your own tool(s)

Host authorised person, witness, and First NI sign contract** and return to HRC

HRC authorised person and witness sign contract using Secured Signing

Host sends contract to HRC advising they are ready to sign, and provides the authorised person's name and email

Option 3: Apply digital signatures using the HRC-managed Secure Signing tool

HRC sends the contract to all signatories via

> Host authorised person signs, and enters name and email of witness when prompted

- > Host witness signs
- > First NI signs
- > HRC authorised person signs

workflow in Secured Signing:

> HRC witness signs

A fully signed copy is automatically sent to all signatories via a Secured Signing automated email

HRC loads fully executed contract to Gateway and notifies host organisation by email

*Exception: for Health Delivery Research grants, HRC sends full draft contracts with outcome letters.

**Note that initials are required against amendments on any contract pages, in addition to signatures on the signatures page.