

Guidelines for Completion of the CCR Signature Sheet

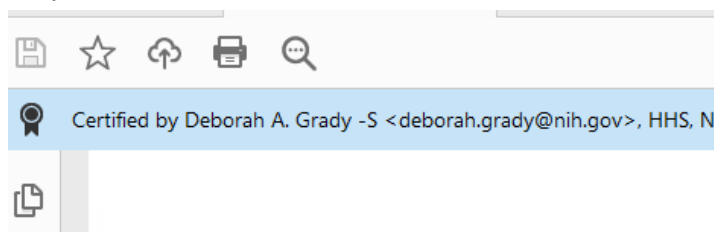
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The CCR Signature Sheet is to document a staff member's handwritten ("wet") signature and initials to allow comparison on research documents that require a handwritten signature and/or initials. As of July 2023, handwritten or "Adobe" signature is no longer required on the CCR Delegation of Tasks – only PIV signatures are to be used for the delegation log.

- A CCR Signature Sheet is required for each staff member that may need to sign a handwritten signature or initials on any research document, including informed consent signatures captured via iMED.
- The Signature Sheet is not protocol specific, therefore, only one is required per staff member.
- Once the Signature Sheet is completed, the staff member will ensure that the designated team member(s) for their team receives the completed sheet.
- The completed CCR Signature Sheet will then be scanned and certified per the instructions provided within the CCR SOP [ADCR-8 Certifying Scanned Paper Documents](#).

Important Reminders:

- The person certifying the scanned copy **MUST** have the actual original signed paper document for comparison in front of them at the time of certification.
- The person certifying the completed signature sheet should not be the same person that signed the document.
- For staff that are entirely remote, work with onsite staff to mail the original signed sheet so it can be certified.
- An accurately certified copy will have a blue banner across the top the indicates "Certified by . . ."



- The scanned and certified CCR Signature Sheet should be sent to [NCI CCR PSO Central](#) for saving to the PSO Central Regulatory Files documents (where the CVs, licenses and training certificates are also saved).
- The CCR Signature Sheet is valid for five (5) years from the date of completion (i.e., the date of the handwritten "wet" signature). The staff member will be emailed to update their Signature Sheet prior to the expiration or in the event that an update is otherwise required (e.g., name change).
- For a new staff member, the CCR Signature Sheet will be sent by the PSO Regulatory Coordinator along with other required documents to be returned for the central file.
- To check if a CCR Signature Sheet has already been completed for a staff member (e.g., investigator), please contact [CCR OEC](#) and list which staff member(s) you need to be checked.