



## St Vincent's Hospital Sydney (SVHS) Research Office

### Electronic Signature Guidance

General Contract Submission Guidelines can be found on the Research Office website:  
<https://www.svhs.org.au/research-education/research-office/contract-and-tga-submission-guidance>

#### SVHS – Contract Signature Pathways

- SVHS can execute agreements via **e-signature** including:
  - **DocuSign**
  - **Adobe Sign**
- SVHS also execute agreements via:
  - **Adobe Digital Signature**
  - **Scanned wet ink signature (no copied images)**
- SVHS does not support:
  - **Provision of wet ink signatures and hard copy contracts**

#### SVHS e- signature platform sign off (eg. DocuSign or AdobeSign)

SVHS does not host e-signature platforms.

When an external party requests the use of an e-signature platform for contract execution, this must be initiated by the external party in accordance with the following SVHS requirements:

- The contract must be submitted by the study researcher or coordinator in word format for review either via REGIS for new submissions or via email to the generic Research Office email address ([svhs.research@svha.org.au](mailto:svhs.research@svha.org.au)) for contract variations or CDAs
- Once reviewed and approved for sign off, a **SVHS Signing Order** is issued and provided to the external party that will be initiating the e-signature process via an email from the study researcher or coordinator
- The **SVHS Signing Order** lists the sequence of signatories required to fully execute the agreement
- The external party initiates and 'customises' the e-signature platform loop as per the **SVHS Signing Order**
- **The STE or SVH reference number must appear in the document title and the e-signature platform subject/email title (not required for CDAs)**
- The agreement must be returned by the sponsor to the SVHS Research Office once it is fully executed.

### SVHS Signing Order of signatory sequence required to fully execute the agreement

1. External Party / Sponsor (approve/sign)
2. SVHS Principal Investigator (acknowledge/sign)
3. SVHS Research Office Delegate (review/sign) via click button or signature block
4. SVHS Director of Research Delegate (approve/sign)

Signing order	Signatory	Name	Email address	Phone number <i>(direct line or mobile)</i>
1	Sponsor	XXXXXXXX	XXXXX	XXXXXX
2	PI	Dr XXXXX	XXXXX	XXXXXX
3	Reviewer	Dr XXXXXX	XXXXX	XXXXXX
4	Institution SVH	A/Prof XXXX	XXXXX	XXXXXX

### SVHS Research Office Delegate (review/sign) via click button or signature block examples:

#### Click button:

(Name) \_\_\_\_\_  
 (Position) \_\_\_\_\_  
 (Date) \_\_\_\_\_

SIGNED by the Chief Executive or a duly authorised representative of the Indemnified Party

Signature: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 (Signature) \_\_\_\_\_  
 (Name) \_\_\_\_\_  
 (Position) \_\_\_\_\_  
 (Date) \_\_\_\_\_

By approving, I agree to this document, the [Consumer Disclosure](#) and to utilize [Electronic Signatures](#) [Click to Approve](#)

#### Signature block:

[Next](#)

Reviewed for Signature by the Institution

Signed: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position:   
 Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**To Avoid Common Mistakes:**

- DO:
  - Include STE or SVH reference number in the document title and the e-signature platform subject/email title
  - Include SVHS Research Office Delegate (Reviewer) signatory, either via a 'click' option, or a signature block
  - Include the SVHS Research Office Delegate in the signing order before the SVHS Director of Research delegate
  - Include a separate envelope for each individual contract
- DON'T :
  - Send the email request without STE or SVH reference number (CDAs excepted)
  - Approach the SVHS Director of Research delegate directly (all research related contracts and associated questions must go through the SVH Research Office)
  - Send agreements directly to the SVHS Director of Research delegate (without it being directed to the SVHS Research Office Delegate)