

Metro South Research

Document Signing Advice

Use of electronic signatures in research contracts

- Metro South Research (or Metro South Health) has committed to the use of appropriate digital signatures, to support the efficient management of research contracts.
- MSH utilises Adobe Acrobat Digital ID Signatures to execute contracts, which is in compliance with; Australian legislation, Food & Drug Administration (Part 11, Electronic Records; Electronic Signatures – Scope and Application) and relevant Metro South Health procedures.
 - Metro South Research is not authorised to use DocuSign or Adobe Sign in the processing of contracts. Any research contract sent through DocuSign or AdobeSign is to be returned with a request for it to be resent via 'Adobe Acrobat-pdf'.
 - Whilst not preferred, Metro South Research will accept wet ink signatures from other contracting parties to the contract (e.g., Sponsor).
 - Use of alternate electronic signatures may only be approved by the MSH Health Service Chief Executive or Chief Finance Officer under exceptional circumstances.