

## **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 [dgong@hrc.govt.nz](mailto:dgong@hrc.govt.nz). For general enquiries to the HRC, please email us at [info@hrc.govt.nz](mailto:info@hrc.govt.nz) and our administrators will forward your query to the most appropriate person.

### **For variation requests and schedules**

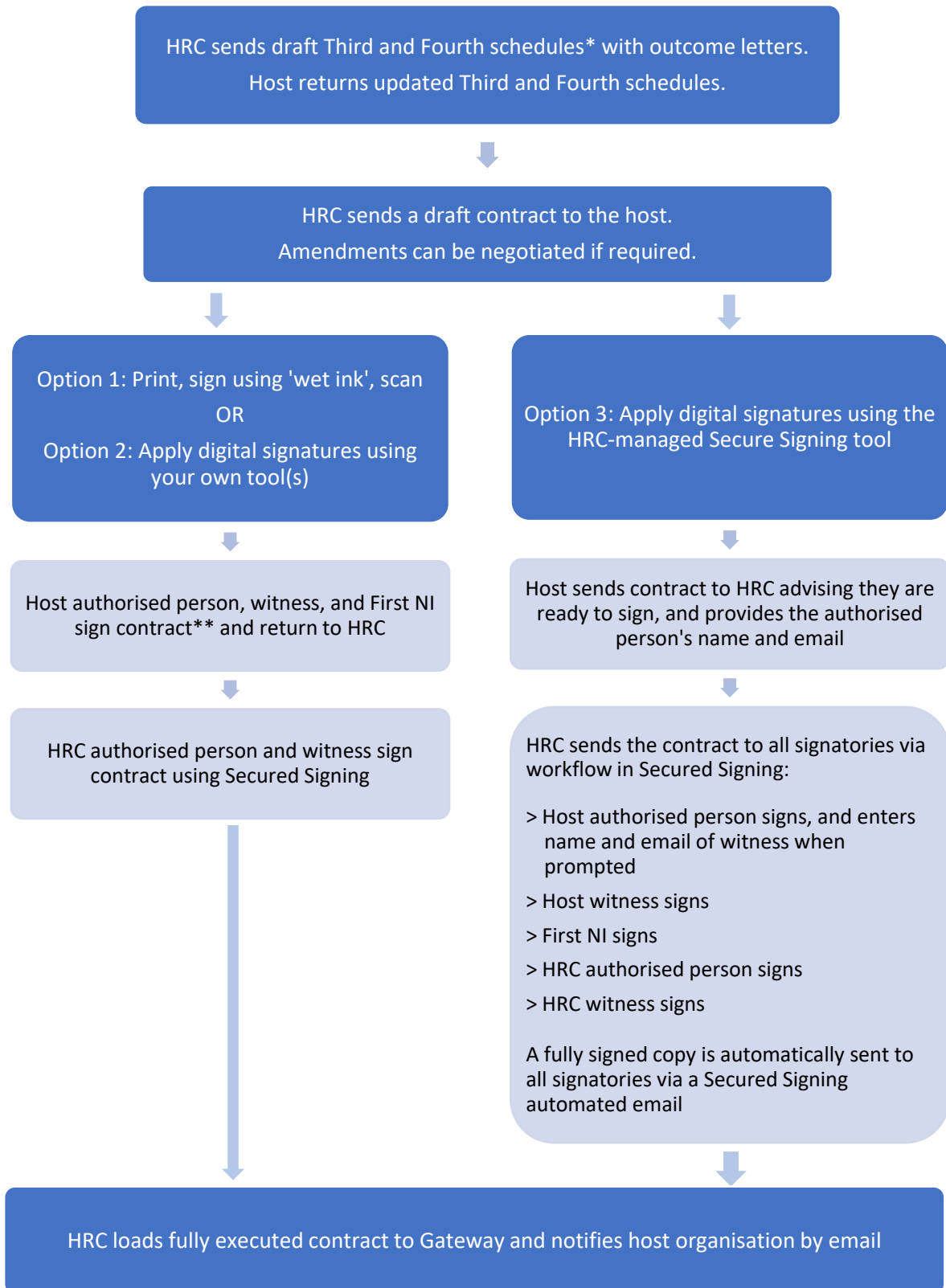
Note that signatures are no longer required on **variation request forms**.

**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
- 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



\*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.