



Albert Einstein College of Medicine

# Delegation of Authority Policy

## I. Purpose

This Policy establishes who at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”) is empowered to make decisions, sign documents, and take action on behalf of Human Research Protection Program (HRPP) leadership.

## II. Scope

This Policy applies to HRPP staff.

## III. Definitions

None.

## IV. Policy

- I. The Institutional Official at either Einstein or Montefiore Medical Center may delegate their authority to each other or the following positions:
  - a. Associate Dean for Academic and Research Administration
  - b. Associate Dean for Administration and Finance
- II. The OHRA Director may delegate his or her authority to the following positions:
  - a. Assistant Director
  - b. OHRA staff with managerial responsibilities
- III. The Executive Chair may delegate his or her authority to the following positions:
  - a. IRB Chair
  - b. IRB Vice-Chair

Any of the positions within the above groups can act or sign for others. Institutional Officials and their delegates may sign on behalf of groups II and III.

When OHRA policy documents reference specific positions (e.g., “OHRA Director”), it is assumed to reference that position’s designees as well (e.g., “OHRA Director or designee”), unless otherwise noted.

## V. Effective Date

Effective as of: 28 March 2019

Revised as of: 3 April 2023

## VI. Policy Management and Responsibilities

Einstein's Office of Human Research Affairs is the Responsible Office under this Policy. The Executive Dean is the Responsible Executive for this Policy. The OHRA Director is the Responsible Officer for the Management of this Policy.

## VII. Approved (or Revised)

	
_____ Responsible Executive	_____ Date