October 20, 2014

RE: REMO Digital Signature Security and Validation

To Whom It May Concern:

The University of Alberta maintains an online ethics process management system (Research Ethics Management Online (REMO)). REMO provides for online ethics application, review, approval and post-approval activities. Similar systems are in place in a large number of university and health institutions in the United States, as well as in Canada the University of British Columbia, the University of Calgary and the Ontario Institute for Cancer Research.

REMO is compliant with US FDA 21 CFR Part 11 – Electronic Records. User entered usernames and passwords are sent to a campus-wide LDAP server for authentication over https. When user roles are assigned with REMO, each role is evaluated based on the user's valid relationships with the University which are provided by an Identity-Management System. REMO uses a digital signature which means that the name of the signer is the name of the person who executed a particular action in REMO. This is always printed in the History Log and, in the case of correspondence, in the letters themselves. The date and time when the signature was executed equals the data and time when the corresponding activity was executed, and the date and time are always indicated in the History Log. Finally, the REMO system uses Secured Sockets Layer for communication over network with appropriate SOPs for controlling physical access to the servers.

If you have any questions or concerns, please contact me at 780.492.6561 or by email at Susan.Babcock@ualberta.ca.

Sincerely,

Susan Babcock
Administrative Director