

## Individual Signature Log and Use of Florence eBinders

For clinical trials regulated by the US FDA, MCW has submitted a non-repudiation letter to the FDA prior to the use of electronic signatures on any clinical trial document attesting to the fact that their electronic signatures are legally binding equivalents of their traditional hand-written signatures. The Non-repudiation letter is found for your reference on [train.mcw.edu](http://train.mcw.edu).

This Signature Log applies to all documents and clinical research studies and trials where Florence eBinders™ is utilized by this organization and where electronic signatures and handwritten signatures executed to electronic documents are intended to be equivalent to paper records and handwritten signatures.

Electronic signatures may be used for all documents stored in Florence eBinders™, except clinical trial agreements (CTA) or contracts processed through MCW Grants & Contracts Office (MCW GCO). MCW GCO will maintain their standard e-signature workflows via DocuSign or via wet-in signature, when required by sponsor. Each electronic signature shall be unique, using the individual's organization email address as the unique identifier in Florence eBinders™.

The purpose of the Signature Log is to have a record of the handwriting sample of every individual involved in study-related activity. An individual Signature Log should be maintained for each team member who participates on a study or trial that uses wet-ink handwriting. **The document is a wet ink document and needs to be legible to the reader.**

Enter the email address which will be utilized to access Florence eBinders: \_\_\_\_\_

Name (Print)	Signature	Handwriting Sample (0 1 2 3 4 5 6 7 8 9) The quick brown fox jumps over a lazy dog	Acknowledgement of Signature (Initial & Date)