**BOARD OF RECORD REQUEST**

Please complete the following questions and email form to [info@hreba.ca](mailto:info@hreba.ca), we will prepare the Board of Record Agreement and send a copy for your signature:

|  |  |
| --- | --- |
| Name and email of the Principal Investigator undertaking study? | Name:  Email: |
| Primary Location (site) where study will take place? Include site address.  (i.e. University or Community Clinic, etc.) |  |
| What is the full legal name of site? |  |
| Will you (PI) be signing on behalf of the site? |  |
| Do you (PI) have the authority to bind the site to a contract? If yes, what is your title |  |
| If No, Name, title, and email of person signing on behalf of site? | Name:  Title:  Email: |
| Contact Name and email, if we have any question on the above information. | Name:  Email: |

If you have any questions, please email [info@hreba.ca](mailto:info@hreba.ca) or call 780-450-5587

**PLEASE NOTE:** All new Board of Record Agreements will be generated through our new software program AGILOFT and you will receive notifications for signature from our legal department via [**adobesign@adobesign.com**](mailto:adobesign@adobesign.com). Please add this email as a trusted site.