



Electronic and Digital Signatures

Policy Objective:

This policy establishes guidelines for the appropriate use of electronic or digital signatures in lieu of handwritten signatures. Usage of electronic signatures has been adopted by the Office of Research & Economic Development (ORED) as outlined by ICSUMA 08100.00 – Electronic and Digital Signatures (PolicyStatID: 7951553)

While Digital Signatures may be used for all internal processes, some forms of electronic signatures may not be appropriate for certain workflows/functions. Alternately, electronic signatures are often easy to perform and may prove acceptable in many circumstances. Also, the authorization to enter

4. It is linked to data in such a manner that if the data are changed, the digital signature is invalidated;
5. It conforms to Title 2, Division 7, Chapter 10 of the California Code of Regulations.

Digital Signatures may be used for any record or document when permitted and unless a handwritten signature is explicitly required. Digital signatures must be used in lieu of a simple electronic signature when legally required.

III. Authorization & Approval

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gathering purposes which are not intended to form a contract		
<p>Unilateral/Bilateral contracts:</p> <p>Processes which are signed by ORED personnel only may utilize electronic signatures. Typically, these documents are intended to form a contract and are sent to an outside person or agency. Other documents where the CSULB Research Foundation is the only signatory and is providing acknowledgements or approvals. This also includes the processes which creates a legally binding agreement/contract</p>	Moderate	Electronic

Updated: November