700U & Electronic Signatures
Form 700u
On November 18, 2021, the State of California Fair Political Practices Commission (FPPC) regulations were modified to permit agencies like the University of California to accept Statement of Economic Interests for Principal Investigators, Form 700-U, with electronic signatures. The changes went into effect on November 22, 2021.
Adopt 2 Cal. Code Regs. Section 18104 as follows:

18104. Secure Electronic Signatures.

(a) Except as otherwise provided by law, an agency responsible for maintaining original
reports, statements, forms, and other documents required under the Act may receive such filings:

(1) In paper format with the filer’s handwritten signature; or

(2) In electronic format with the filer’s secure electronic signature, if permitted by the
agency.

(b) A “secure electronic signature” means an electronic signature, as defined in
subdivision (b) of Section 1633.2 of the California Civil Code, that:

(1) Is submitted through an electronic filing system established and operated in
accordance with the Act; or

(2) Is submitted via the official’s agency email address and conforms to the definition and
attributes of a “digital signature” as set forth in Section 16.5, specifically it is:

(A) Unique to the person using it;

(B) Capable of verification;

(C) Under the sole control of the person using it;

(D) Linked to data in such a manner that if the data are changed, the digital signature is
invalidated; and

(E) Conforming with Title 2, Division 7, Chapter 10 of the California Code of
Regulations, as applicable.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 81004,
Previously:

The FPPC would not allow electronic signatures unless the University had a system in place that the FPPC had specifically approved.
Now:

700u forms signed with secure electronic signatures will be accepted if the signature meets the standards specified within the Fair Political Practices Regulations.
UCLA will use DocuSign.

- DocuSign meets the criteria specified by the FPPC
- DocuSign is licensed by UCLA and is free to UCLA faculty and staff
- Contact UCLA ITS for more information
Principal Investigators who complete Form 700-U in conjunction with:

- proposals for research support from a non-governmental entity (i.e. for-profit and not-for profit sponsors)
- contract or grants
- Material Transfer Agreements (MTA)
- in connection with gifts for a specific research project or for a specific researcher

should complete Form 700-U using DocuSign.
In order to meet FPPC requirements, the Form 700-U that is completed via DocuSign must be submitted from a UCLA email address.
Will a “wet” signature 700u still be accepted?

• There will be a transition period during which “wet” signature 700Us will be accepted
• We expect that everyone can transition to DocuSign by March 1, 2022
• After that time, “wet” signature forms will not be accepted.
Forms should be submitted to the UCLA office that handles the proposal/award transaction, MTA, and/or gift.

- TO OCGA: PROPOSALS@RESEARCH.UCLA.EDU
- TO TDG FOR INDUSTRY CONTRACTS - to the officer who is assigned to your department: HTTPS://TDG.UCLA.EDU/UCLA-RESEARCHERS- INNOVATORS/INDUSTRY-SPONSORED-RESEARCH/DEPARTMENT- ASSIGNMENTS
- TO TDG FOR MTAS: UCLAMTA@TDG.UCLA.EDU
- TO CLINICAL TRIALS: CLINICALTRIALS@MEDNET.UCLA.EDU
- TO GIFT ADMINISTRATION: GIFTPOLICY@SUPPORT.UCLA.EDU
Questions?

We are working with UCLA stakeholders to develop and provide more process specific guidance. Our intent is to inform campus of the new rules that were implemented in November. Please bear with us.
Contact Information

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Thank you