

DELEGATION OF SIGNING AUTHORITY: RESEARCH FUNDS (FUND 50)

One delegation of signing authority must be completed for each research account. You may delegate signing authority to another researcher for expenditures up to \$5,000. Delegation to non-faculty members is limited to supplies consumable-type expenditures.

SECTION 1: RESEARCH FUND INFORMATION

NAME OF GRANT HOLDER _____

DEPARTMENT/FACULTY _____

RESEARCH ACCOUNT NUMBER _____

ROMEO FILE NUMBER _____

As the named grant holder on the above identified research fund, I acknowledge that I am accountable for all expenditures charged to this fund and that this accountability cannot be delegated. I understand that I am responsible to initiate all expenditures against this research fund and that all expenditures must be made in accordance with sponsor/donor and university policies and requirements.

I delegate signing authority on this research project for the stated period of time and that I have provided the following named individual with all the details concerning this research project.

Signature of Grant Holder

Date (yyyy/mm/dd)

SECTION 2: AFFIRMATION OF DELEGATE ACCEPTING SIGNING AUTHORITY

NAME OF DELEGATE _____

EMPLOYEE ID NUMBER _____

TERM OF DELEGATION: START DATE _____

TERM OF DELEGATION: END DATE _____

Affirmation of Delegate Accepting Signing Authority

- I accept responsibility as delegated signing authority for the above research project
- I have been provided with the terms of the research project by the grant holder
- I have the skill and knowledge necessary for the effective discharge of this signing authority
- I will use funds for the purposes for which they were awarded by ensuring all expenditures:
 - are supported by appropriate documentation,
 - conform to the terms and conditions by the sponsor/donor,
 - are processed to the correct account codes
 - occur within the research award period, and
 - are consistent with the research project budget where applicable

Signature of Delegate

Date (yyyy/mm/dd)

The signed document is to be emailed to mross@lakeheadu.ca in Research & Trust Accounting