

## 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 Grand Holder (in blue ink)

Date (dd/mm/yyyy)

### 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 (in blue ink)

Date (dd/mm/yyyy)

***The original document is to be sent to Research & Trust Accounting***