

Signing Authority – Who and Why???

As the principle investigator, you are responsible for the management of your grant or contract. You are responsible for knowing what expenses are allowable and what are not allowable. The signatures indicate the following:

For the Researcher

Authorizes that the expenditure is in accordance with the regulation and conditions of the grant and with the institution's policies.

No other party may authorize expenditures against a research account without the grantees written delegated authority.

For the institution

The expenditures have been reviewed and they are in accordance with the regulations and conditions of the grant and with the institution's policies.

The Institution has the right and responsibility to withhold approval of expenses that contravene Agency regulations or Institutional policies.

Signing Authority for Research Accounts

Title	Signing limit up to
Delegate	\$2,500
Principle Investigator	\$5,000
Dean or AVPR	\$25,000
VPR	\$100,000

Signing for Travel

All travel should be signed by the traveler's supervisor. In the case of a Faculty member, the signer would be the department head. . If over \$5,000 then additional approvals required as per the approval authority policy.

Expense claims for the PI

IF under \$5,000, it would be approved by the PI's department head or Dean. If over \$5,000 then additional approvals required as per the approval authority policy.

