

SIGNATORY AUTHORITY AND GRANT PROPOSAL SUBMISSION

Signatory Authority

For the purposes of grant and contract activities, an official grant proposal (accompanied by the University's internal grant routing sheet, with the appropriate signatures as indicated on that form), should **only be signed by one of the following** (or their officially authorized delegate), as required and allowed by the sponsor:

President

Provost & Vice President for Academic Affairs

Chief Budget and Compliance Officer

Any award or contract resulting from a grant proposal should also only be signed by the appropriate institutional official.

Proposal Submission

External grant proposals should be submitted for review, signature or submission to the Office of Grants and Funded Research **at least one week before the grant submission deadline**, to allow time for complete review and the securing of all institutional signatures.

External grant proposals should only be submitted to the sponsor by the Office of Grants and Funded Research, once all required institutional signatures and approvals have been obtained.