

**NOVA SOUTHEASTERN UNIVERSITY
OFFICE OF SPONSORED PROGRAMS
POLICIES AND PROCEDURES**

**AWARD MAINTENANCE
SIGNATURE AUTHORITY
EFFECTIVE 12-01-08, REVISED 12-26-2014
POLICY #24
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PURPOSE:

To establish a policy and procedures for signature authority control for execution of proposal documents and sponsored agreements, and other official award transactions between the sponsor and the university.

DEFINITIONS:

Authorized Signatory: An individual of the university with authority to execute proposal documents, sponsored agreements, and other official award transactions between the sponsor and the university on behalf of the university.

POLICY:

The Director of the Office of Sponsored Programs (OSP) is an authorized signatory for execution of proposals, sponsored agreements, and other official award transactions (excluding financial reports) on behalf of the university.

When any proposal, sponsored agreement or other award paperwork requires signature (excluding financial reports/invoices), the signature will be that of the Director of the OSP or another authorized university official, which will be secured from the OSP.

Signature authority for submission of financial reports and invoices resides with the Office of Financial Operations or their delegate.

Neither the Principal Investigator/Project Director (PI/PD) nor the College/Center Dean have authority to execute a proposal or award document on behalf of the university; however PI/PDs and other individuals may sign off on proposal or award documents in addition to the authorized signatory, if specifically requested by the sponsoring agency.

The PI/PD, as the individual primarily responsible for the programmatic, fiscal, and administrative management of his/her sponsored project, has authority to initiate and approve internal transactions on the sponsored account (i.e., rebudgeting requests, expenditure transactions, effort reporting, etc.) subject to additional approval by the College/Center Dean or delegate, and OSP, as applicable. Authority for such internal transactions may be delegated to other individuals with the written approval of the PI/PD and College/Center Dean, which will be maintained by the OSP.

REFERENCES:

- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, <https://federalregister.gov/a/2013-30465>

PROCEDURES:

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1. Authorization to execute sponsored project documents on behalf of the university is given to the Director of OSP and the Vice President for Research and Technology Transfer by the Board of Trustees of Nova Southeastern University.
2. Authorization to approve internal award transactions on sponsored accounts is given to the PI/PD and the authorized College/Center official via the *PI/PD Responsibilities on Sponsored Projects* form, which is maintained in the official award file housed in the OSP (refer to OSP Policy No. 27 – *Official Award File and Record Retention*).
3. The PI/PD may delegate approval authority of certain internal award transactions (rebudgeting requests, expense transactions, effort certification) to an additional individual by completing the OSP *Authorized Signature Form*, which must also be approved by the College/Center Dean or designee. The form will state the limitations of the delegated authority. The completed, signed *Authorized Signature Form* will be retained in the official award file housed in the OSP.