



**TRENT UNIVERSITY
DELEGATION OF SIGNING AUTHORITY
FOR RESEARCH FUNDS**

Research Finance uses the information below to verify authorized signatures when processing expenses. Completed form must be sent to Research Finance for validation and Research Finance must be notified immediately of any changes.

Delegate Name (Print):	
Position Title	
Email Address:	
Statement of Responsibility:	I hereby accept responsibility as delegated signing authority for the research project(s) referenced below. I understand that I must adhere to applicable Trent University policies and procedures and comply with the terms and conditions of the research grant/contract. I will use the funds only for the purpose for which they were awarded, will ensure the expenditures are in support of the research being funded and incurred during the project's award period. Supporting documentation will be maintained to satisfy monitoring and/or audit requirements.

Duration of Authorization (please check option):

<input type="checkbox"/> Temporary	Start Date:		End Date:	
<input type="checkbox"/> For the duration of the grant(s)/contract(s)				

Signature of delegate:			
Account	Approval Limit (\$ or view-only)	Comments, if applicable	

1. Only individuals who have an employment term with the University of one year or more can be delegated signing authority. Eligible: faculty (professor, emeritus, adjunct), Research Associate, Postdoctoral Fellow, Graduate Student only if listed as a co-PI on the project, staff with technical knowledge of the research. Ineligible: Undergraduate students, visiting researcher/scholar, administrative staff.
2. It is the responsibility of the Principal Investigator (PI) to review all financial transactions on a regular basis and to ensure that the delegated signing authority complies with the terms and conditions of the grant/contract and Trent University policies and procedures. NOTE: Signing of the Annual Financial Statement F300 cannot be delegated.
3. All personal reimbursements for out-of-pocket expenses (i.e., travel advances/claims, cheque requisitions, requests for payment) and all consulting payments have to be authorized by the Budget Holder (PI or delegate) and the Supervisor Approver (i.e., Chair, Dean).
4. A copy of the form must be retained by the PI and Research Finance.
5. It is their responsibility of the PI to advise Research Finance of any delegation which is to be cancelled.

Approvals

Principal Investigator: I hereby authorize my delegate to complete transactions on my behalf and confirm that I retain full responsibility for the grant(s)/contract(s) listed above.

Print Name: _____ Position: _____

Signature: _____ Date: _____

Please send a copy of the completed form to Research Finance researchfinance@trentu.ca