
DELEGATION OF SIGNATURE AUTHORITY FOR PROPOSALS

Section 2-570 of the UCOP Contract and Grant Manual ([Approvals](#)) requires that formal proposals as well as intra-University programs have the "signed approval of the Principal Investigator, the Department Chair, and the Unit Head or Dean, as applicable." This authority may be delegated only to individuals with an academic personnel title. For a list of acceptable academic titles and codes, consult [Academic Personnel and Programs](#) on the UCOP website (<http://www.ucop.edu/academic-personnel-programs/compensation/academic-ctos-titles-and-title-codes/index.html>).

This delegation form should be completed, signed, and submitted to spoawards@berkeley.edu.

Date: _____

Name of College/School/Department/Center/Institute: _____

Dean/Chair/Director Certification

I understand that by delegating signature authority for proposals to the individual named below, the ultimate responsibility for the College/School/Department/Center/Institute named on this application remains with the Dean/Chair/Director. I agree that this delegation will remain in effect and on file in the Sponsored Projects Office until it is cancelled in writing by the Dean/Chair/Director.

Name of Dean/Chair/Director: _____

Signature/Date: _____

Delegated Party Certification

I certify that I hold the following academic personnel position title: _____

(Please type the appropriate title based on the list found at [Academic Personnel and Programs](#): <http://www.ucop.edu/academic-personnel-programs/compensation/academic-ctos-titles-and-title-codes/index.html>.)

I understand that as the individual delegated by the Dean/Chair/Director to sign proposals on his/her behalf, I am responsible for reviewing the proposal application to ensure that:

- The Principal Investigator has required PI status, or a request will be submitted to the office of the Vice Chancellor for Research to obtain this status prior to acceptance of the award.
- The charged and committed effort of all key personnel from the College/School/Department/Center/Institute described in the application is acceptable or will be adjusted not to exceed one (1) FTE should the project be funded.
- Any College/School/Department/Center/Institute resource commitments described in the proposal including any space or cost sharing will be provided.
- The College/School/Department/Center/Institute will accept responsibility for conduct and administrative oversight of the project should it be funded.

I also understand that this delegated authority may not be transferred by me to any other individual.

Name of Delegated Party: _____

Signature/Date: _____
