

DELEGATION OF SIGNATURE AUTHORITY FOR PROPOSALS

Section 2-570 of the UCOP C&G manual (Approvals) requires that formal proposals as well as intra-University programs have the “signed approval” of the Department Chair, and the Unit Head or Dean, as applicable. At UC Berkeley, the Research Associate Dean and the Regional Director of each CSS region are automatically granted this proposal approval authority. Chairs, Unit Heads, and Directors also may delegate this authority to two additional individuals by completing, signing, and submitting this form to spoawards@berkeley.edu.

Date: _____

Name of Unit: _____

Name of Chair/Dean/Director: _____

Name of Delegate: _____

<p>Certification: Chair/Unit Head/Director</p> <p>I agree to honor all proposal commitments approved by my delegate unless I notify the Sponsored Projects Office (SPO) that a commitment is unacceptable within ten working days of the proposal submission deadline. I understand that this may require SPO to withdraw the proposal from consideration by the sponsor.</p> <p>_____</p> <p>Signature/Date</p>	<p>Certification: Delegate</p> <p>I understand and agree to the delegate's responsibilities listed below.</p> <p>My Title: _____</p> <p>_____</p> <p>Signature/Date</p>
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Delegate's Responsibilities

All delegates are expected to consult with their chair/dean or unit head **prior to or within five working days** of the proposal submission due date if the proposal that includes any of the following commitments:

- A PI with pending Exceptional PI status
- Faculty release time
- Other forms of unit cost sharing or matching
- Special space or equipment requirements

Delegator's responsibilities

Deans/chairs/unit heads are expected to notify SPO **within ten working days** of proposal submission due date if any commitments made in a proposal approved by a delegate are not supported by the dean/chair or unit head. If such notice is not provided, the commitments in the proposal shall be considered approved.