

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 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. The following delegation letter should be completed, signed, and submitted to the SPO Contract and Grant Officer assigned to the department/unit.

Date: _____

Name of Unit: _____

Name of Chair/Dean/Director: _____

Name of Delegate: _____

<p>Certification: Chair/Dean/Director</p> <p>I understand that I am responsible for my delegate’s actions relative to all of the responsibilities listed below. 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 Chair/Dean/Director of my Unit.</p> <p>_____ Signature/Date</p>	<p>Certification: Delegate</p> <p>I certify that I hold/will hold the following academic personnel position title (Please insert the appropriate title based on the listing found at: Academic Personnel and Programs.) and I understand and agree to the delegate’s responsibilities listed below.</p> <p>My Title: _____</p> <p>_____ Signature/Date</p>
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Delegate’s Responsibilities

I understand that I am responsible for reviewing proposal applications submitted by my Unit to ensure that:

- The Principal Investigator (PI) 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 Unit described in the application is acceptable or will be adjusted not to exceed 1 FTE should the project be funded.
- Any Unit resource commitments described in the proposal including any space or cost sharing will be provided.
- The Unit will accept responsibility for conduct and administrative oversight of the project should it be funded.

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