



POLICY

Signature Authority – Proposals, Contracts, Financial Reports

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.10.03	Effective Date: 12/26/14	Page No: 1 of 1
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Purpose: To ensure that sponsored research proposals, contracts, and official financial reports meet Boyce Thompson Institute for Plant Research (BTI) signature authority standards.

- Policy:**
1. BTI has designated certain individuals to have signature authority in their authorized capacities.
 2. It is the policy of BTI that signature authority for sponsored research proposals and award contracts rests solely with the Vice President for Finance.

Additional signatures may be requested by the awarding institution, including signatures by the principal investigator (PI) or BTI President. These signatures must be obtained along with the Vice President for Finance and Operations' signature.
 3. Signature authority for financial reports on sponsored research awards is contingent upon the awarding agency requirements. However, it is BTI policy that all sponsored award financial reports require at least one of the following authorized signatures: 1. Vice President for Finance and Operations, 2. Grants Manager, or 3. PI. All other requested signatures will be included in addition to one authorized signature.
 4. Signatures must be obtained prior to the submission of proposals, contracts and financial reports.