

Clemson University Research Policies Manual

Office of Sponsored Programs

Policy for Official Signature Authority and Legal Applicant

Approved: September 21, 2001

Effective: February 4, 2002

Section: Clemson University Signature Authority and Name of Legal Applicant for Sponsored Program Funding

Statement

The Board of Trustees has delegated to the Vice President for Research the signature authority necessary for effective policy administration and compliance oversight associated with grant and contract managements.

Purpose

The purpose of this policy is to assign certain responsibilities necessary for effective policy administration and compliance oversight associated with grant and contract management.

Discussion

The University has assigned the responsibility for research compliance as well as the authority to negotiate binding grants and contracts between the University and its sponsors to the Vice President for Research (or his/her designee). This delegation is needed by the Vice President for Research to meet his/her responsibility.

Policy

The Vice President for Research (or his/her designee) is the official signature authority for all legal documents associated with Sponsored Program Activities.

- The Vice President for Research's signature certifies that:
- Project proposals for external funding meet the University's mission(s) objectives and stated sponsor's solicitation requirements;
- Grant or Contract awards will be performed within the constraints of the grant or contract terms and conditions; and
- The University will maintain, or implement if necessary, operational policies and procedural standards that comply with appropriate federal policies or regulations. Compliance with federal policies or regulations is essential to the University's ability to continue to conduct or grow research.

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Sponsored program awards are legally binding contractual agreements, consequently.

- Only the Vice President for Research (or his/her designee) is authorized to negotiate and/or execute such agreements on behalf of the University;
- Principal Investigators, administrative or academic officers through the vice presidential level are not authorized to assume those responsibilities;
- Proposals and awards must clearly identify Clemson University Preceding The Performing Academic Unit's Name As The "Applicant" And The "Recipient" Organizations;
- In the absence of established policy to the contrary, all proposals that are accountable within the University's CUBS 2000, fund Code "20, CU – Sponsored Program Activities" must be approved through the Office of Sponsored Programs prior to submission to a selected sponsor;
- All notifications of an award and associated administrative correspondence are to be addressed or forwarded directly to the Office of Sponsored Programs.

The Office of Sponsored Programs is the only University office officially delegated with the authority to negotiate binding grants and contracts between the University and its sponsors. Faculty members are encouraged to make preliminary contacts with their potential sponsor relative to the scientific and technical aspects of proposals. However, the Office of Sponsored Programs must perform all contractual matters and commitments of University resources. Failure to follow this policy will be handled by progressive disciplinary actions as defined in the Violation of Official Signature Authority by Principal Investigator Policy.