

4 Account Signatory Policy & Procedure & Form

Institutional Policy

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| Title: | Account Signatory Policy & Procedure & Form |
| Responsible Officer: | Grant Assistant; Vice President Research Administration |
| Effective Date: | 1/1/2019 |
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| Approved By: | <i>Kathryn Tasker</i> |

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1 Purpose

The purpose of this Policy is to outline expectations and procedures for assigning appropriate signatories on accounts.

2 Scope

This policy is applicable to all Marcus Institute faculty and staff, and any staff working on research grants managed by the Marcus Institute.

3 Definitions

PI: The Principal Investigator for the award/contract as identified in the award documents

Authorized Signatory: an individual identified by the Principal Investigator through the Account Signatory Procedure who is authorized as a signatory on the specified project

4 Policy Statement

In an effort to improve oversight on all Research accounts, Research Administration has created a list of authorized signatories for each individual account. This form allows the PI to authorize another individual's signature as acceptable on Invoices & Payables, except for invoices from the HSL Biostats and Data Science Service Center, which must be signed by the Principal Investigator.

5 Procedures

- 1) New Account Signatory forms are obtained every fiscal year for certification or upon request by the PI when s/he wishes to designate another individual as an accepted signatory
- 2) The PI indicates additional signatories in the area designated on the form and acquires each authorized individual's signature and cannot exceed more than 2 named designees
- 3) Designated signatories (not including PI) must be HSL employees
- 4) Once all necessary individuals are designated on the Account Signatory Form, the PI returns the completed page to the Grant Administrator who tracks all indicated personnel and stores the signed copy for reference
- 5) Research Administration keeps a copy of each Account Signatory Form for reference when reviewing and approving signatures
- 6) Research Administration will accept the signatures of all indicated individuals when reviewing all signature processes.
- 7) An authorized signatory can be authorized or removed at any time per the request of the PI. Research Administration updates and maintains an accurate and up-to-date list based on the current requests and signed forms.
- 8) Authorized Signatory Forms and the list of authorized signatories are available upon request by staff members.
- 9) Please note that even if a PI designates another individual as an authorized signatory, this does not exempt him/her responsibility for knowing what is being done on his/her awards.

6 Reference Materials (Contact Research Administration for all Documents)

- Purchasing Policy & Procedure
- HSL Biostats and Data Science Service Center Policy