

RAMP
Research Administrators Management Program
Module 1: Pre Award

Proposal / Award Process
Handouts

Presenter:
Stefanie D. Saunders
Manager of Client Relations & Facilitation
Sponsored Programs And Regulatory Compliance

Standard Operating Procedure
Delegation of Signature Authority
On Proposals for External Funding
Research Administration
01/05/2009

PURPOSE: The purpose of this document is to clearly define the authorities granted by Research Administration for signing certain proposals for research, extension, public service and instruction to be funded via grant, cooperative agreement, memorandum of agreement, contract, purchase order or any other form of funding agreement.

SCOPE: Proposals for research, extension, public service or instruction funding to be awarded under a grant or contract.

SOP STEWARDS: Matthew Ronning, Associate Vice Chancellor for Research
John Chaffee, Associate Director
Stefanie Saunders, Manager of Client Relations and Facilitation

DELEGATES: Only the following individuals are authorized to operate under this SOP and then only to the extent that the UNC Office of the President has authorized via letter their authorities and that letter is current (not otherwise rescinded).

| | | | |
|--------------------|-------|---|---------|
| Bunn, Carolyn | CALS | Fornes, Raymond | PAMS |
| Malmed, Suzzane | CALS | Loycano, Rory | PAMS |
| Cross, Michael | CALS | Walker, Mike | COT |
| Lommel, Steve | CALS | Jordan, Kina | COT |
| Jett, Jackson B. | CNR | Pourdehimi, Benham | COT |
| | | Freeman, Harold | COT |
| Hayes, Patrick | COE | Dorman, David | CVM |
| Strenkowski, John | COE | English, Patricia | CVM |
| Tavolacci, Rosette | COE | Lancaster, Linda | ITRE |
| Braden, Jeffrey | CHASS | Snyder, Samuel | EDU |
| Tueting, Amanda | CNR | Cassedy, Beth | EDU |
| Thomas, Brian | COM | Herman, Amy * | SPARCS* |
| Wyer, Mary | CHASS | Moser, Ginny * | SPARCS* |
| Braden, Jeff | CHASS | Stefanie Saunders * | SPARCS* |
| | | John Chaffee * | SPARCS* |
| | | Matt Ronning * | SPARCS* |
| | | * = Full Authority beyond this SOP and articulated in PRR 01.20.2 | |

CONSEQUENCES OF SOP VIOLATION: Operating outside of the scope of this SOP without the express permission of the Vice Chancellor for Research or the Associate Vice

Chancellor for Research Administration may constitute a material breach of the authorities granted to the delegates. As such, extreme care and diligence is required on the part of the delegates. Accepting terms and conditions by signing proposals that contain terms and conditions that carry through to the award places an unacceptable risk in finding an award document unacceptable and causing the institution to reject the award. Failure to secure funding represents a traumatic and potentially career-altering circumstance for the investigators involved in the proposal and prospective award. As such, errors and omissions made on the part of the delegates herein (and those appended hereto in future versions of this document) shall be investigated thoroughly and disciplinary action recommended to the immediate supervisor, unit head, Dean, Director or Vice Chancellor.

RULE:

Delegates are NOT authorized to:

1. sign any agreement except the standard, unmodified MOA promulgated at http://www.ncsu.edu/sparcs/policy/moa_deleg.html or as otherwise authorized under separate delegation;
2. sign any representations or certifications regarding pending civil or criminal actions regarding equal opportunity without first discussing the matter with one of the SOP STEWARDS identified herein;
3. sign any proposal document that contains in the provisions of submission any departure from standard grant application terms and practices, including allowable F&A (unless F&A under-recovery is pre-approved via e-mail from the Vice Chancellor for Research or the Associate Vice Chancellor for Research Administration or listed on the pre-approved F&A reduction list at <http://www.ncsu.edu/sparcs/indirect.html>) which must be considered by Research Administration/SPARCS prior to submission.
4. Sign any proposal document that has not properly routed through PINS to your level

Delegates are authorized to:

- (1) sign proposal transmittal letters, cover sheets, budget sheets, representations and certifications, and any other document requiring the signature of an authorized official of the institution except as explained herein;
- (2) sign representations and certifications. Specific caution by delegates is warranted for representations and certifications as such documents must be considered carefully and absolute certainty of the correct response is absent, contact one of the SOP STEWARDS identified herein;
- (3) sign any grant application in response to a Program Announcement or Broad Agency Announcement (BAA, or equivalent) that references the Federal Demonstration Partnership Terms and Conditions or references without deviation both A-21 and A-110 and either

references A-133 or does not discuss audit matters at all. Delegates should refer to SPARCS any proposal that they are uncertain about or are uncomfortable signing;

- (4) sign any subagreement request to another institution requesting funding from a grant program that references the Federal Demonstration Partnership Terms and Conditions or sets forth no deviations from general grant provisions of the federal government (no deviation from A-110, A-21, A-133, etc.);
- (5) sign standard, unmodified MOA's as promulgated in memorandum dated 2-May-2001 found at the following URL:
http://www.ncsu.edu/sparcs/policy/moa_deleg.pdf
- (6) sign proposals to other UNC system institutions or Duke University to be handled under the terms and conditions of the relevant Master Sub-agreements therewith including internal proposals (such as proposals to WRRRI, Sea Grant, ITRE, SDFRC, etc.);
- (7) sign proposals submitted under any Master Agreement/Task Order Contract/Blanket Ordering Agreement/ IDIQ/Requirements Contract on file at the following URL:
http://www.ncsu.edu/sparcs/master_agreements.html provided the proposal is in direct response to the subject master agreement;
- (8) List the signer's name when asked for an Authorized Organization Representative or the like. HOWEVER, you must use SPARCS' address for the address of the signer and for the official address of the University where agreement documents are to be sent. You must list the SPARCS team leader as the official authorized to negotiate agreements if asked. Your e-mail address as signatory is sps@ncsu.edu and that is the only e-mail address that should be used for signatories and official e-mail correspondence.
- (9) In addition to the above, the following BAA, RFP, RFQ are authorized for local signature:

- Delegates are authorized to sign proposals submitted in response to competitive RFP's from the Golden Leaf Foundation. Proposals submitted to the Golden Leaf Foundation outside of a competitive RFP are not authorized for local signature.
- Delegates are authorized to sign proposals submitted in response to NIH F32 (NRSA) solicitations.
- Delegates are authorized to sign proposals submitted in response to competitive RFP's from the Biofuels Center of North Carolina. Proposals submitted to the Biofuels Center

of North Carolina outside of a competitive RFP are not authorized for local signature.

-- No other delegations exist at this time --

Other Instructions

- (1) Delegates must submit to SPARCS within 24 hours of their signature:
 - i. An electronic version of the entire proposal document submitted to the sponsor. The proposal should be uploaded as one document with only relevant parts segregated such as the RFP or an F&A waiver/justification. The proposal document should be uploaded as one document in an exact replication of what was submitted to the sponsor for consideration.
 - ii. End.