If Principal Investigator Delegates Signing Authority?

Based on Tri-Council requirement:

- A delegated authority should:
  - Understand the purpose of the award
  - Be able to certify eligibility of the expense relating to award
Delegation of Signing Authority (cont’d)

Best practice:
PI should provide delegate(s) a copy of the approved project description, budget items, and sponsor’s guide on eligibility and compliance matters.

PI should always still review ALL transactions in a timely manner to ensure transactions are eligible and in compliance, and allow for corrections.
Delegation is to a Person

Note 1:
Delegation is to a person and **not to a position**
- PI confirms authorization to named person
- Remember: PI submits updated form when person leaves

Example:
**Not acceptable:** Signed authority form for newly named Department Manager confirmed by Chair

**Acceptable:** Signed authority form for newly named Department Manager confirmed by Principal Investigator(s) for list of project number(s)
Sub-delegation? No

Note 2:
A delegate may **not** delegate his or her authority to another person without Principal Investigator’s prior written consent.

Example:
**Not acceptable:** A delegate provides written consent to a student doing the research to purchase from Science Store.

**Acceptable:** Instead, the student must obtain written consent directly from the Principal Investigator prior to purchase.