



Angelo State University
Operating Policy and Procedure

OP 56.05: Signature and Submission Authority for Sponsored Projects

DATE: December 21, 2016

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure the appropriate submission of sponsored project proposals in accordance with federal, state, and institutional regulations and policies.

REVIEW: This OP will be reviewed in March every five years, or as needed. The dean of the college of graduate studies and research will coordinate revisions with the director of sponsored projects. Recommended revisions will be forwarded through the provost and vice president for academic affairs to the president by June 1.

POLICY/PROCEDURE

1. Applicability

This OP applies to all sponsored project proposals and agreements submitted by eligible faculty and staff at Angelo State University. This policy does not apply to contracts or vendor agreements administered by the Materials Management Department or to gifts administered by the Development and Alumni Relations Office.

2. Signature Authority

The authorized organizational representatives (AORs) for ASU are the Dean of the College of Graduate Studies and Research, the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, and the President (required for all sponsored project requests of \$500,000 or more). The AORs have the authority to commit ASU's time and/or resources to sponsored projects.

Individual faculty and staff members are not authorized to sign sponsored project agreements on behalf of Angelo State University.

3. Submission Authority

a. Electronic Submission Authority

Pursuant to administrative review and approval of each proposal (OP 56.01), the director of sponsored projects has the authority to sign and submit proposals on behalf of the university via electronic methods including, but not limited to, those submitted through Grants.gov, the National Science Foundation's Fastlane system, and the National Institutes of Health's eRA Commons.

b. Late Submissions

In the event that a faculty or staff member fails to submit his/her proposal in time for administrative review as outlined in OP 56.01, the director of sponsored projects may submit the proposal to the granting agency. However, the university reserves the right to withdraw the application, request appropriate revisions, and/or turn down a resulting award after completing the administrative review process.

c. Direct submissions by the principal investigator or project director

In limited circumstances, external sponsors may require a principal investigator or project director to submit a proposal directly to the sponsor via e-mail. Under these circumstances, principal investigators/project directors may submit the proposal, provided that the following criteria are met:

- (1) The external sponsor requires the proposal to be submitted directly from the principal investigator or project director's e-mail account;
- (2) All documents and forms requiring signatures have been signed by one of the authorized signatories listed in item 2; and
- (3) The proposal has undergone administrative review and approval as outlined in OP 56.01.