



Policy Title:	Signature and Submission Authority
Policy Number:	ACAD- 133
Revision Date:	February 2022
Policies Superseded:	ACAD-305
Policy Management Area(s):	Research

SUMMARY:

The purpose of this policy is to ensure the appropriate submission of sponsored program or research project proposals in accordance with federal, state and institutional regulations and policies. This applies to all grants and agreements submitted by eligible faculty, staff and students at Coastal Carolina University. This policy does not apply to vendor agreements or to gifts made to the University.

POLICY:

I. SIGNATURE AUTHORITY

- A. The Authorized Official for Coastal Carolina University is the president or their designee.
The Authorized Official has the authority to commit, through contractual obligation, the time and effort of faculty, staff and students or other University resources dedicated to sponsored programs or research projects. The president can designate signature authority to the Associate Provost for Research or the director of the Office of Sponsored Programs and Research Services (OSPRS) to expedite submission of proposals, acceptance of awards, changes to budgets and extensions of projects timelines, changes to awards and subawards, and items that do not significantly affect contract terms and conditions once approved by him/her.
- B. Individual faculty members, college administrators, staff members and students are not authorized to sign any grant proposal or award agreements on behalf of Coastal Carolina University.

II. SUBMISSION AUTHORITY

- A. The Authorized Organizational Representatives (AOR) with responsibility for the signing and submission of sponsored program or research project grant proposals for the University are the Associate Provost for Research and

the director of the Office of Sponsored Programs and Research Services.

- B. The Office of Sponsored Programs and Research Services is the office responsible for obtaining administrative review and approval on behalf of faculty, staff or students from college and University administrators prior to submissions of sponsored program or research grant proposals.
- C. In the event that a faculty, staff member or student fails to submit their proposal in time for administrative review, the director of the Office of Sponsored Programs and Research Services may approve the submission of the proposal in order to meet the sponsor's submission deadline.
 - 1. Where this decision has been made, after completing the administrative review process, the University reserves the right to withdraw the proposal from funding consideration, request appropriate revisions to the proposal if allowed by the sponsor, or refuse acceptance of an award should one be made.
- D. In limited circumstances, sponsors may require a Principal Investigator (PI) or student to submit a proposal directly. When this is the case, PIs or students may submit the proposal, provided that the following criteria are met:
 - 1. There is documentation in writing that the sponsor requires the proposal to be submitted directly from the PI/student;
 - 2. The proposal has been submitted to the Office of Sponsored Programs and Research Services for administrative review and approval as needed; and
 - 3. All documents and forms requiring University-level signatures have been executed by one of the authorized signatories in this policy.