

**RESEARCH PROJECT HOLDER'S ACCOUNTABILITIES**

Please refer to [Account Holder's Accountabilities Form](#) for research, including financial, policies and procedures

As primary signing authority for research projects established in my name, I acknowledge and accept my responsibility:

1. to read, understand and comply with
  - all applicable sponsors' policies, regulations, terms and conditions of award and
  - all University policies governing research accounts, including, but not limited to, budget control, travel, ethics, and overhead;
2. to authorize all expenditures to be charged against my research projects and/or to delegate this authority at my discretion;
3. to inform persons delegated signing authority on my research projects of applicable sponsor and University requirements and of their associated responsibility for compliance;
4. to obtain any additional approval signatures required prior to making financial commitments;
5. to authorize and to ensure delegate(s) authorize only allowable expenses against my research projects, which may involve consultation with the Research Finance and/or the sponsor;
6. to review Research Project Statements monthly to identify discrepancies and/or problems and to take corrective action in consultation with the Research Finance;
7. to reimburse to the applicable research project(s) any expenditures authorized by me or my delegates if disallowed by the sponsor; and
8. to eliminate any unauthorized over expenditures in accordance with the [Research Accounts Policy](#).

**Research Account Delegation**

**Electronic Transactions**

It is agreed that the Department Administrator has authority to enter all electronic transactions charged to my research projects for facilitation purposes. The originator (project holder or delegate) of electronic transactions is responsible for ensuring that the required supporting documentation is readily available for internal and external audit.

**Signing Authority Delegation**

In addition, I hereby grant the following people signing authority on my projects(s). If no project numbers are indicated, the person has blanket authority on all current and future projects. Any change in project signing authority will be authorized by me in writing and sent to the Research Finance for action. The appointed delegates have a good understanding of my research projects.

NAME OF DELEGATE	ID #	PROJECT NUMBER(S)	SIGNATURE

**Approval**

NAME OF PROJECT HOLDER	DEPARTMENT	SIGNATURE	DATE (mm/dd/yy)