

Policy 154: Signing of Applications and Agreements in Support of Scholarly, Research and Creative Activity

Policy Number: 154

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Responsible Office: Vice-President, Research and Innovation

Related Documents: [Quick Reference Guide](#) [to be updated]

1. Purpose

The purpose of this policy is to specify the signing authorities required for applications and agreements in support of Scholarly, Research or Creative (SRC) activity that may be submitted or entered into on behalf of the University.

2. Application and Scope

This policy applies to all applications and agreements of any nature that concern SRC activity that is in any way to be undertaken under the auspices of the University, regardless of whether there are funds involved.

3. Definitions

“SRC Activity” means funded or unfunded creative, scholarly, and/or knowledge-generating activities, whether fundamental or applied, whose primary objective is discovery, problem-solving, or to achieve some desired result that can be specified to a significant extent but that cannot be produced with existing knowledge. SRC Activity is undertaken in the course of an individual’s role at the University, and is made, discovered or developed using the University facilities, support personnel, support services, equipment, materials or funds, or otherwise under the auspices of the University.

“SRC Agreement” includes but is not limited to any contract (including any renewal, extension or amendment of an existing contract), subcontract, letter of intent, memorandum of understanding, memorandum of agreement, academic agreement, assignment, obligation, certificate or other document, the provisions of which may be binding upon the University, that concern or affects the undertaking of SRC activity under the auspices of the University. This also pertains to all graduate or undergraduate scholarships that include a research allowance that will be administered by the University.

“SRC Application” means any application, proposal, letter of intent, tenders or other document, including any requests for renewal or supplemental funding for existing projects, that are submitted to a third-party funder in respect of proposed SRC activity that is in any way to be undertaken under the auspices of the University.

4. Policy

SRC Agreements are legally binding agreements between an external sponsor and the University on behalf of an investigator. Consequently, all applications to, and agreements with external agencies must be signed by the appropriate University officer. For the purpose of SRC Applications and Agreements, University signing authority has been delegated to the Vice President, Research and Innovation (VPRI).

In signing on behalf of the University, the VPRI ensures the prior affirmations of the Principal Investigator, Chair/Director and Dean/Chief Librarian. Individual faculty members may not sign on behalf of the University.

5. Roles and Responsibilities

5.1 Principal Investigator/Applicant - accepts the academic, professional, scientific, and technical responsibility for the project. In addition, their acceptance represents an undertaking to observe sponsor and University policies and regulations, as well as all award conditions.

5.1.2 Academic Supervisor/Applicant - accepts the same responsibility of the Principal Investigator/Applicant, as well as willingness to complete or terminate the project in accordance with sponsor requirements if student participants are unable or unavailable to do so.

5.2 Department Chair/Director of School/Director of Centre - for proposals that entail new or incremental space, specific material or financial contributions, or preferred use of common facilities and services, the Department Chair/Director of School/Director of Centre indicates either approval for those items under departmental auspices or a commitment to seek the approval of appropriate Faculty and University authorities. When non-departmental commitments have not received final approval, it is the department chair/director's responsibility to state clearly any reservations or limitations, in a letter of transmittal, to the OVPRI at the time the application is submitted for University endorsement.

5.3 Dean - confirms that the Faculty/Library is willing to accommodate the project; that required facilities and services are available; and that the researcher meets known University and sponsor eligibility requirements. It also represents general acceptance of

expressed or implied time commitments, including willingness to recommend leave or other special arrangements as specified in the application.

5.4 Designated University Officer (VPRI) - confirms the Departmental and Faculty commitments, that the institution will accept and administer funds in accordance with agreed terms and conditions at the time of application; and that, when applicable, the project has been or will undergo all relevant human ethics, animal experimentation, radiation and/or biosafety hazard reviews.

6. Related Documents

[Execution of Contracts Policy](#)

[Senate Policy 95: The Development and Approval of International Partnerships and International \(and National\) Mobility Programs](#)

Statement on Scholarly, Research and Creative Partnerships