

TORONTO METROPOLITAN UNIVERSITY

POLICY OF SENATE

SIGNING OF APPLICATIONS AND AGREEMENTS IN SUPPORT OF SCHOLARLY, RESEARCH AND CREATIVE ACTIVITY

Policy Number:	154
Original Approval Date:	May 7, 2002
Approval Date of Amended Policy:	May 5, 2020
Responsible Office:	Vice President, Research and Innovation (SRC Activity Committee)

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 entered into on behalf of the University.

2. Application and Scope

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 relies upon the prior assurances of the Principal Investigator, Chair/Director and Dean/Chief Librarian. Individual faculty members may not sign on behalf of the University.

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 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. Roles and Responsibilities

- 4.1 Principal Investigator/Applicant - signature indicates acceptance of academic, professional, scientific, and technical responsibility for the project. In addition, it represents an undertaking to observe sponsor and University policies and regulations, as well as any special award conditions.
- 4.2 Academic Supervisor/Applicant - signature for student projects, indicates the same undertaking as the above, 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.
- 4.3 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 signature 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.
- 4.4 Dean/Chief Librarian - signature indicates that the Faculty 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.
- 4.5 Designated University Officer (VPRI) - signature confirms the Departmental and Faculty commitments, confirms 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.

5. Procedure

5.1 Prior to signing a SRC application and/or agreement, the VPRI shall seek the prior signature of the following individuals, or their designate, in the following order:

5.1.1 Principal Investigator/Applicant

5.1.2 Department Chair/Director

5.1.3 Dean/Chief Librarian

6. Related Documents

Statement on Scholarly, Research and Creative Partnerships