

Signatory Authority and Legal Name for Sponsored Programs at Alcorn State University

Scope

This policy applies to all Alcorn State University faculty, staff and students involved in the development or submission of documents related to externally funded sponsored programs.

Policy Statement

It is the policy of Alcorn State University that all formal proposals and documents related to externally funded sponsored programs be properly signed by a designated official and be made out to Alcorn State University.

Reason for Policy

This policy is to provide direction to prevent unauthorized commitments of institutional resources and for the proper authorization of documents related to externally funded sponsored programs.

Procedures

In all sponsored program agreements involving Alcorn State University, the name of the institution should be "Alcorn State University." An exception to this is that all agreements that are received by the Foundation should be made out to "Alcorn State University Foundation."

Schools and departments within the University are not legal entities and, therefore, should not be parties to agreements. If desirable, language similar to the following may be used: "Alcorn State University for and on behalf of its School of _____ (or Department of _____)."

The official(s) authorized to sign such agreements for the University is the President or Provost and his/her designees.

In some cases, the Principle Investigator/Project Director's signature is also required by the awarding agency. This is acceptable and even desirable, especially on industrial/commercial agreements. However, the only authorized and binding signature for the University on contract and grant agreements is that of the President or Provost or her/his designee.

All negotiations pertaining to agreements must include an official of the University who has been

Sanctions

Failure to adhere to this policy and procedures may result in delays or withdrawal of sponsored program proposals or non-acceptance of sponsored awards by the Office of Research and Sponsored Programs.