Overview
The Principal Investigator is the individual responsible for meeting the objectives of his/her sponsored research project, including financial management. The Principal Investigator may, at his/her discretion, delegate signature authority under their direction. While it is acceptable and practical for the PI to have assistance in financial management, standards for delegation of signature authority must ensure that the PI maintains oversight and only appropriate expenditures are approved. The delegate generally should be a benefits eligible employee of the University (students are generally not allowed to be delegated this authority).

The individual to which the signature authority is delegated should have direct knowledge of the needs of the project, i.e., how a specific purchase benefits or is needed by the project. Delegates will be responsible to ensure that transactions are allocated to the correct project, in compliance with all applicable policies, procedures, rules and regulations (e.g. University Policies, OMB Uniform Guidance, Sponsor Policies, Award Terms and Conditions).

Process
The PI will complete and sign the Signature/Approval Delegation Form for Sponsored Projects listing the project in which he/she wishes delegated signature authority for. The delegate/designee will also sign the form acknowledging his/her responsibility. The form will then be forwarded to SPA Accounting and Financial Compliance, and the BSC will maintain a copy.