Policy *800* Version *1 03/05/2015*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Section 800: Authorized Representatives |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
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| * Is this a federal or state mandate? [x]  Yes [ ]  No
* Describe change: Housekeeping – For Section 5, the new Uniform Guidance requires individuals signing invoices to be authorized signors for the University. It doesn’t change our process just includes the authority in the policy, per the attached letter. The other changes are updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity
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| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * The Office of the Vice President for Research and Creative Activity, and Grant & Contract Accounting; March 5, 2015
* Sheri Anderson: sheri.anderson@ndsu.edu; Cassie Johnson: cassandra.j.johnson@ndsu.edu, Gary Wawers: gary.wawers@ndsu.edu and Ann Young: ann.young@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 800
AUTHORIZED REPRESENTATIVES**

SOURCE: NDSU President

1. AUTHORIZED REPRESENTATIVE FOR SIGNING PROPOSALS AND AWARD DOCUMENT
The Vice President for Research and Creative Activity (or designee) is the designated university representative to sign all proposals and award documents (research, education, fee-for-service etc.) submitted to external agencies. In the absence of the Vice President, the Provost and Vice President for Academic Affairs or the Vice President for Finance and Administration may sign.

In cases where special commitments on behalf of the University are required (e.g., IVN time, real property improvements such as buildings, or financial match commitments by the University), the Vice President for Finance and Administration and the Vice President for Research and Creative Activity must both approve the proposal.

1. AGRICULTURAL EXPERIMENT STATION FUNDS
The designated representative to sign for agricultural entitlements such as Hatch and McIntire-Stennis funds and USDA/CSREES non-competitive grants is the Vice President for Agriculture and University Extension.
2. NDSU EXTENSION SERVICE ENTITLEMENT FUNDS
The designated representative to sign for extension service funds such as Smith-Lever funds is the Vice President for Agriculture and University Extension.
3. NORTH DAKOTA FOREST SERVICE
The designated representative to sign for Cooperative Forestry Assistance funds is the State Forester.
4. AUTHORIZED BUSINESS OFFICIAL
The Authorized Business Official for all grant and contract agreement financial activity, is the Director of Grant and Contract Accounting as delegated by the Vice President for Finance and Administration. All financial reports, including but not limited to billings, invoices, financial reports and equipment reports, requiring an authorized official's certification must be signed by the Grant & Contract Officers or the Director of Grant and Contract Accounting.

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HISTORY:

New July 1990
Amended April 1992
Amended September 1993
Amended June 1996
Amended March 2002
Amended August 2007
Amended October 2009