

North Dakota State University

Policy Manual

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.

2. 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.

3. 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.

4. NORTH DAKOTA FOREST SERVICE

The designated representative to sign for Cooperative Forestry Assistance funds is the State Forester.

5. 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.

HISTORY:

New	July 1990
Amended	April 1992
Amended	September 1993
Amended	June 1996
Amended	March 2002
Amended	August 2007
Amended	October 2009
Housekeeping	April 2015
Amended	June 22, 2015