

Proposal Routing Sheet Signature Policy

Revised Policy:	Faxed/copied/scanned signatures for PIs, Co-PIs, Department Heads, and Deans will be accepted on the Proposal Routing Sheet.
Policy Owner:	Vice President for Research, Graduate Studies, and Economic Development Sponsored Projects Services
Approved By:	Vice President for Research, Graduate Studies, and Economic Development Director, Sponsored Projects Services
Effective:	October 17, 2005

Sponsored Projects Services have traditionally required original signatures on the Proposal Routing Sheet (PRS) for all parties (PIs, Co-PIs, Department Heads, and Deans).

The new policy allows faxed, copied, or scanned signatures on the PRS. Stamped signatures are not acceptable, per FRS Department Manual policy 6.10. Clipped digital signature images will not be accepted.

Policy Guidelines:

- 1) Original signatures, while not mandatory, are preferred.
- 2) If the sponsoring agency requires original signatures on the application/cover page, bring the original application/cover page to Sponsored Projects – Preaward for signature.
- 3) All signatures (originals and copies) must be on the same signature page. Multiple signature pages will be allowed only when the number of PIs exceeds the number of lines on the page.
- 4) Alterations to % credit & % F&A allocation during routing will not be accepted. A revised, fully-signed PRS is required if any department or person needs to change these items after the PRS is signed by any party.
- 5) Proposal Routing Sheets with missing signatures will not be accepted. Preaward will not sign sponsor application/cover pages, or submit electronic applications, without a fully-signed PRS, except in extenuating circumstances. Sponsored Projects will consider exceptions on a case-by-case basis. All proposals, hard copy or electronic, must be fully-routed prior to institutional approval.
- 6) In accordance with FRS policy 6.10, signature stamps will not be allowed, and signing another person's name is not acceptable. Clipped digital signature images will not be accepted.
- 7) PI and Co-PI signature authority cannot be delegated to any other person. The PI or Co-PI must sign the PRS with his/her normal signature on all Proposal Routing Sheets.
- 8) All signers of the Proposal Routing Sheet (all forms of signatures: original and copied) will accept the same responsibilities to meet commitments and comply with UA policies.