



Keene State College Office of Sponsored Projects and Research

Policy Statement

Authority to Submit Proposals for Externally Sponsored Projects & Research & Signature Authority for Sponsored Projects & Research

(Approved by President and Provost 1/29/2010)

The purpose of this policy is to clarify who has the authority to submit applications for externally sponsored projects and research at Keene State College and to sign on behalf of the institution at various stages, including proposal submission and award acceptance.

Authorized Organizational Representative

For the purposes of external grants for sponsored projects and research, the Authorized Organizational Representative (AOR) of Keene State College is the President of the College, who has the authority to bind the institution in formal agreements. The President signs all formal award documents, indicating acceptance of the award. Individual faculty, staff, or students are not authorized to bind the College in formal agreements.

Proposal Stage

At the proposal submission stage, many sponsors require the sign-off of the AOR indicating the institution's willingness to put forward the application on behalf of the Principal Investigator/Project Director of the proposed project, and in some instances, to provide institutional Certifications and Assurances required by the program. This may involve an actual ink signature on a paper form, or a "digital" signature through an electronic submission system.

For efficiency in operations, the Director of the Office of Sponsored Projects and Research (OSPR) serves as the President's delegate during the proposal submission process, signing on her/his behalf and providing the required Certifications & Assurances for the grant proposal. The Director of OSPR invokes this authority only after the proposal has undergone the Routing/Approval process adopted by the College, including the signature of at least one Vice President on the internal Proposal Routing Form. In the event of the absence from campus of a key individual whose signature is required, his/her designee shall sign.

Depending on the requirements of the Sponsor, additional specific signatures may be required at the proposal stage, and the Director of Sponsored Projects and Research shall apply due discretion in determining the appropriate signatures needed for a given submission.

The Director of the Office of Sponsored Projects and Research (OSPR) will provide to the President a regular flow of information regarding proposal activity emanating from OSPR via quarterly reports throughout the fiscal year, and an annual report at the close of each fiscal year. Additionally, the President will be alerted in advance as to individual proposals in development that may require a higher level of institutional scrutiny (e.g., unusually high dollar amounts or institutional commitments). Annually, the President with the Provost shall designate

the fiscal and other boundaries of these criteria, including thresholds for triggering review by the VP for Finance and Planning during the Routing/Approval process.

Keene State College community members are reminded that all grant proposals for sponsored projects and research are to be submitted via OSPR, who will submit the proposal to the sponsor on your behalf after all internal approvals have been secured. The College reserves the right to withdraw any application that has not been institutionally approved at the proposal stage, or to decline awards emanating from un-approved submissions.