



Newfoundland & Labrador, Canada

Congratulations on receiving your grant. The University, through the Department of Financial and Administrative Services, has established a Research Accounting Section to assist you with the administration involved in your grant.

While it is recognized by the University that the grantee is ultimately responsible for all expenditures on their grant funds, the granting agencies, as well as the University, require the grant to be administered in compliance with all the University's policies and procedures, as well as any restrictions established by the granting agency.

In order to meet this requirement, University policy requires all grant funds contain administrative signatures, designated by the applicable Dean, Director, or Associate Vice-President as applicable. These signatures are considered a **SECONDARY** authority, which is intended to ensure compliance with University purchasing policies, certification of sufficiency of funds and the confirmation of the primary signing authority - the grantee. It also provides appropriate segregation of duties to ensure strong internal controls are maintained in our accounting system. **SECONDARY** signing authorities are **NOT PERMITTED TO INITIATE** any expenditures against your fund, unless specified in writing by the **GRANTEE/PRINCIPAL INVESTIGATOR**.

I would also recommend that the grantee delegate, where practical, **PRIMARY** signing authority to an assistant/associate involved in a research project. This would avoid interruption of the research project in the event that the grantee is unavailable and routine research-related materials are required to be procured.

Should you need any assistance in identifying the appropriate secondary signing authority, please contact your Unit Head or financial administrator within your Academic unit to verify the individual to whom the responsibility has been delegated.

Attached you will find a Banner Access Research form, which I request that you complete, delegating the appropriate signing authorities, as well as requesting specimen signature forms (as required). These forms must be returned in order to complete the activation of your fund.

In addition, as a University Researcher, on-line access to the University's financial system is available to track the various resources, expenditures, and transfers to your grant. To obtain access, simply complete a Banner Access Application which is located at <http://www.mun.ca/banner/> under the Banner Application tab.

Grantees requiring assistance in ensuring they are in compliance with University policy and procedures should refer to our policy website at <http://www.mun.ca/policy/>. Should you require any other assistance in the administration of your grant, please feel free to contact Ms. Melissa Squires at 864-2471 in our Research Accounting Section.

Thank you for your anticipated cooperation in this matter, and I wish you success in your research endeavours.

Deborah Collis, CPA, CA
Director
Financial and Administrative Services

DC:mb



Newfoundland & Labrador, Canada

****SPECIMEN SIGNATURE NOT REQUIRED IF ALREADY ON FILE WITH FINANCIAL SERVICES**

SPECIMEN SIGNATURE – GRANTEE and/or Delegates

I acknowledge that I have responsibility for signing authority for my grant fund on the following University financial documents. The documents include purchase orders, travel authorizations, travel claims, journal vouchers, petty cash vouchers, direct pays, purchase requisitions, work orders and budget transfers. By signing these documents, I acknowledge responsibility to ensure that all expenditures covered by the documents I sign are valid, in compliance with the policies of the University and the applicable granting agency, and that sufficient funds are available to cover the expenditures. The form supersedes any previous Specimen Signature Form.

Signature _____

Name - Please Print _____

Initials _____

Date _____

In the statement above, the phrase “sufficient funds are available to cover the expenditures” shall be understood in the following context:

When an Academic Staff Member receives written confirmation from the Canadian Institutes of Health Research [CIHR]), the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council of Canada (SSHRC), or the Canada Foundation for Innovation (CFI) (hereinafter referred to as “the major national grant agencies”), that a grant has been awarded for a period of one year, the University agrees that this notification means that the amount of money noted in the award is available to the grant holder for that year. This understanding shall hold notwithstanding the possibility of budgetary cutbacks or the closure of one or more of the major national grant agencies.

The grant holder is entitled to rely upon the balance in their own Fund. It is the grant holder’s responsibility to verify the accuracy of the monthly expenditures and to make adjustments to the reported balance to account for expenditures or commitments since the time of the last report.

An oral promise of a grant, or written advice that a grant or contract may have been recommended for funding without official notification of its funding status, or a high expectation of a renewal of a grant or contract do not constitute the availability of funds.

Where an Academic Staff Member has signing authority on funds from a research contract, he or she is not entitled to assume the availability of funds equal to the total contract amount but must be limited to funds received, less any appropriate amount for indirect costs. The Academic Staff Members will be advised of the amount received less any appropriate for indirect costs.

