

Signing Authority for Faculty Contributions to Research Projects and Agreements

According to the [Policy on the Approval of Contracts and Designation of Signing Authority](#) effective May 1, 2018, the Provost must approve all cash and in-kind contributions to research activities. The Provost, by way of his memo dated May 16, 2018 (attached), has delegated this authority to the Deans or their representatives, up to a value of \$1 million per application or agreement.

The Office of Sponsored Research has implemented the [OSR Table of Commitments](#) as a tool to ensure the appropriate validation and approval of these cash and in-kind contributions. The Table supplements the [OSR Checklist](#), and Deans or their delegates must approve contributions from their Faculties by signing this form. Contributions exceeding this amount must be approved by the Provost and Vice-Principal (Academic) (up to \$4 million), the Principal (up to \$6 million), or the Board of Governors (above \$6 million).

Faculty members must complete a Table of Commitments for all grant applications and agreements with McGill matching cash or in-kind contributions. The Table is required when:

- A proposal requires that OSR/VPRI provide a letter of support confirming the value of university commitments (from Department, Faculty, central administration and/or other Funds of researchers);
- The Department/School/Faculty is committing matching funds to a project (cash);
- A proposal requires In-kind resources (space, staff time, equipment, percentage of a researcher's time), and their dollar value forms part of the proposed global project budget.
 - **Please note that the Table is not required when applicants are only required to indicate the percentage of effort/work days devoted to a project (and not the dollar value of this salaried time).**

Please consult the table below for the designated signing authorities for each Faculty/School:

Faculty/School	Signing Authority
Agricultural and Environmental Sciences	Salwa Karboune, Associate Dean, Research
Arts	Faculty commitments: Tabitha Sparks, Associate Dean, Research & Graduate Studies Department commitments: Department Chairs
Dentistry	Elham Emami, Dean
Education	Nancy Heath, Associate Dean, Research & Graduate Studies
Engineering	Benoit Boulet, Associate Dean, Research & Innovation
Law	Robert Leckey, Dean
Management	Vihang Errunza, Associate Dean, Research OR Robert David, Academic Director, Research
Medicine	Sylvain Baillet, Associate Dean, Research
Music (Schulich School)	Lloyd Whitesell, Associate Dean, Research and Administration
Science	Bruce Lennox, Dean OR John Stix, Associate Dean, Research