

## POLICY 7.8 – Signing Authorities for Research Grants, Contracts, and Agreements

**Policy Category:** Research  
**Effective Date:** October 15, 2009  
**Supersedes:** June 24, 2008

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### INTRODUCTION

- 1.00 This Policy identifies those persons who are authorized to sign: a) grants, contracts, agreements, and related documents on behalf of the University arising from or related to research oriented endeavors including clinical trials; and b) commercial agreements and service contracts originating from a research unit, centre, or institute within the University (hereinafter referred to as “research related grants, contracts and related documentation”).
- 2.00 The following documents fall under section 1.00:
- i) research funding applications, research grants, or awards;
  - ii) contracts arising out of research programs; network participation agreements; research collaboration agreements; inter-institutional agreements; confidentiality agreements; material transfer agreements; research contracts;
  - iii) contracts relating to the administration of clinical trials, including contracts to manage data collection and aggregate and anonymize health information;
  - iv) agreements for intellectual property management and ownership; agreements relating to commercialization initiatives, including licensing, equity transactions and spin-off corporations; commercial agreements such as purchase and sale agreements; shareholder agreements; and
  - v) service contracts originating from research units, centres, or institutes within the University under which the University agrees to provide technical, educational, or professional services or agrees to permit the use of University facilities by a third party.
- 3.00 This Policy does not apply to corporate guarantees, leases of real property, or other contracts for which signing authority is specifically provided elsewhere.
- 4.00 This Policy does not apply to the following contracts or agreements:
- i) Affiliation Agreements and other agreements relating to the creation of collaborative research entities under [Policy 7.9 Guidelines for Collaborative Research](#);
  - ii) International Research Collaboration agreements established pursuant to [Policy 7.13 Guidelines for International Research Partnerships](#); and
  - iii) Contracts relating to research funded acquisitions ([Policy 2.8 Procurement of Materials and Services](#)).

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### POLICY

- 5.00 Signing of research related grants, contracts and related documentation is subject to appropriate legal and business unit review in accordance with Research Western's policies and procedures.
- 6.00 The following individuals are authorized to sign specific research related grants, contracts and related documentation:
- i) President or Vice-President (Research)
    - documents that fall within section 2.00 (i), (ii), or (iii);
    - documents that fall within section 2.00 (iv) or (v), provided that the value of the contract does not exceed \$2,000,000.
  - ii) Associate Vice-President (Research)
    - documents that fall within section 2.00 (i) or (ii);
    - documents that fall within section 2.00 (iv) or (v), provided that the value of the contract does not exceed \$2,000,000.
  - iii) Executive Director, WORLDiscoveries
    - documents that fall within section 2.00 (iv), provided that the value of the contract does not exceed \$1,000,000.

**Note:** This authorization excludes research grants, grant applications, awards, research contracts, and sponsored research agreements.
  - iv) Director, Research Development and Services
    - documents that fall within section 2.00 (i) or (ii), provided that the value of the grant or contract does not exceed \$5,000,000;
    - documents that fall within section 2.00 (v), provided that the value of the contract does not exceed \$1,000,000.
  - v) The Vice-President (Research) may delegate his or her signing authority for the following contracts to another employee(s):
    - material transfer agreements and confidentiality agreements provided that the contract is in a standard format approved by Research Western legal counsel;
    - service contracts, provided that the value of the contract does not exceed \$100,000 and provided that the contract is in a standard format approved by Research Western legal counsel; and
    - contracts relating to the administration of clinical trials.
- 7.00 Value as determined by the monetary limits set out in 6.00 reflects the aggregate value of the University's financial involvement. In cases where other institutions are party to the contract, the value represented is the University's *pro rata* participation.
- 8.00 In addition to the power to delegate provided for in section 6.00(v), the Vice-President (Research) has the authority to delegate his or her signing authority to another employee during periods of absence from the University. Any of the Associate Vice-President (Research), the Executive Director, WORLDiscoveries or the Director, Research Development and Services may delegate their signing authority to other employees during absences from the University of up to four weeks' duration.