

Project Holder			Position		
Faculty			Department/Division/Centre		
Project Title			Project Sponsor		
SpeedCode	Fund	Dept ID	Program	Class	Project Number
Signing Authority is: (✓ Check one of the following)					
<input type="checkbox"/> Delegated to the person named below for this specific Project (complete sections 1, 2 & 3) <input type="checkbox"/> Rescinded for the person named below for this specific Project (complete sections 1 & 3) <input type="checkbox"/> Not delegated to anyone for this Project (optional - complete section 3 only)					
1. Delegate					
Name of Delegate			Position		
Term of Delegation: Start Date			End Date		
Conditions of Delegation (e.g., type of expenditure, expenditure dollar limit)					
2. Declaration of Delegate Accepting Signing Authority					
1) I hereby accept responsibility as delegated signing authority for the above Project, in accordance with University of Alberta policies and procedures, including the Delegation of Signing Authority Procedure . 2) I have the skill and knowledge necessary for the effective exercise of this authority. 3) I will use the funds only for the purposes for which they were awarded. 4) I will not authorize disbursements for which I am the recipient. 5) I will ensure that all expenditures: <ul style="list-style-type: none"> a) are directly related to the research for which the funds were awarded; b) are supported by appropriate documentation; c) conform to the terms and conditions of the sponsor; d) are consistent with the Project budget, where applicable; e) are processed to the correct expense classification; and f) occur within the award period. 					
Signature of Delegate			Date		
3. Declaration of Project Holder					
I make this declaration in accordance with the Delegation of Signing Authority Procedure . If delegation of signing authority is made, I acknowledge that I will continue to be accountable for all expenditures charged to this Project.					
Signature of Project Holder			Date		