

Research Project Signing Authority and Systems Access



Form Purpose and Instructions:

This form will serve to ADD or REMOVE Signing Authority (Electronic/Manual) and/or Research Reports Access for the Project identified below. One form per Project must be completed and forwarded to Financial Services. There is no limit on the number of individuals to whom Signing Authority and/or Research Reports Access may be granted. The Principal Investigator (Owner) automatically has Signing Authority (Electronic/Manual) and Research Reports Access.

Chartfield Information:

Fund

Department

Project

Cayuse Award Number (Please omit Dashes)

Principal Investigator(Owner): The following details are Mandatory: employee ID, date, name, email, signature.

Employee ID:

(must include all 8 characters)

Date: (YYYY/MM/DD)

Name:

Signature:

Email:

This form is a new project set up

This form is in addition to all forms currently on file

This form supersedes all previous forms effective this date. Previously Authorized Signatories not listed below will be removed.

Permission Roles & Descriptions:

<u>Permission Role</u>	<u>Description</u>
DELEGATE	Grants user the ability to view Project specific financial statements and reports in FAST
SIGNING AUTHORITY	Grants users the ability to view research financial reports in FAST. Authorizes users to manually approve expenses and approve expenses submitted through the ERS. Grants users the ability to approve electronic salary contracts in HR PeopleSoft and approve Purchase Requisitions/Vouchers through acQuire
MANUAL SIGNING AUTHORITY	Authorizes user to manually approve expenses and approve expenses submitted through the ERS. Grants users the ability to approve Purchase Requisitions/Vouchers through acQuire.

Authorized Signatories: When including a signatory, the following details are mandatory: employee ID, date, name, email, signature, and the selected role(s) (either to add or remove).

Employee ID:	Date: (YYYY/MM/DD)
Name:	Signature:
Email:	
ADD Role(s): <i>Signature Required</i>	DELEGATE SIGNING AUTHORITY MANUAL SIGNING AUTHORITY
REMOVE Role(s): <i>Signature NOT Required</i>	DELEGATE SIGNING AUTHORITY MANUAL SIGNING AUTHORITY

Authorized Signatories: (continued)

Employee ID:	Date: (YYYY/MM/DD)		
Name:	Signature:		
Email:			
ADD Role(s): <i>Signature Required</i>	DELEGATE	SIGNING AUTHORITY	MANUAL SIGNING AUTHORITY
REMOVE Role(s): <i>Signature NOT Required</i>	DELEGATE	SIGNING AUTHORITY	MANUAL SIGNING AUTHORITY

Employee ID:	Date: (YYYY/MM/DD)		
Name:	Signature:		
Email:			
ADD Role(s): <i>Signature Required</i>	DELEGATE	SIGNING AUTHORITY	MANUAL SIGNING AUTHORITY
REMOVE Role(s): <i>Signature NOT Required</i>	DELEGATE	SIGNING AUTHORITY	MANUAL SIGNING AUTHORITY

Employee ID:	Date: (YYYY/MM/DD)		
Name:	Signature:		
Email:			
ADD Role(s): <i>Signature Required</i>	DELEGATE	SIGNING AUTHORITY	MANUAL SIGNING AUTHORITY
REMOVE Role(s): <i>Signature NOT Required</i>	DELEGATE	SIGNING AUTHORITY	MANUAL SIGNING AUTHORITY

Employee ID:	Date: (YYYY/MM/DD)		
Name:	Signature:		
Email:			
ADD Role(s): <i>Signature Required</i>	DELEGATE	SIGNING AUTHORITY	MANUAL SIGNING AUTHORITY
REMOVE Role(s): <i>Signature NOT Required</i>	DELEGATE	SIGNING AUTHORITY	MANUAL SIGNING AUTHORITY

Submission Methods:

If completed online, the form may be saved as a PDF.

Electronically: For **NEW** Projects related to a **Cayuse Award number**, please submit through **Cayuse**

For Changes to an **EXISTING** Project, email your completed/signed form to finance.security@queensu.ca

Notice of Collection:

When complete, this form will contain Personal & Confidential information. This information is being collected under the authority of the Queen's Royal Charter of 1841, as amended. This information will be used to validate and manage signing authorities for Queen's Research Funds.