

Signing Authority & Research Reports Access Research Funds



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:

(mandatory fields)

Fund

Department

Project

or

TRAQ DSS

Principal Investigator (Owner):

Employee ID:

Date: (YYYY/MM/DD)

Name:

Signature: _____

Email:

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

Date: (YYYY/MM/DD)

- This form is in addition to all forms currently on file

Permission Roles & Descriptions:

Permission Role	Description
DELEGATE	Grants user the ability to view Project specific financial statements and reports in FAST
SIGNING AUTHORITY	Grants user the ability to view Project specific financial statements and reports in FAST, and authority to approve electronic salary contracts in the HR PeopleSoft contracts system.
MANUAL SIGNING AUTHORITY	Authorizes user to manually approve expenses processed against the Project. (Cheque Requisitions, Deposits, Journal Entries, and Travel Claims)

Authorized Signatories:

Employee ID:

Date: (YYYY/MM/DD)

Name:

Signature: _____

Email:

ADD Role(s): *Signature Required*

- DELEGATE SIGNING AUTHORITY MANUAL SIGNING AUTHORITY

REMOVE Role(s): *Signature NOT Required*

- DELEGATE SIGNING AUTHORITY MANUAL SIGNING AUTHORITY

Employee ID:

Date: (YYYY/MM/DD)

Name:

Signature: _____

Email:

ADD Role(s): *Signature Required*

- DELEGATE SIGNING AUTHORITY MANUAL SIGNING AUTHORITY

REMOVE Role(s): *Signature NOT Required*

- DELEGATE SIGNING AUTHORITY MANUAL SIGNING AUTHORITY

Authorized Signatories: (continued)

Employee ID:	Date: (YYYY/MM/DD)	<input type="text"/>	
Name: <input type="text"/>	Signature: _____		
Email: <input type="text"/>			
ADD Role(s): <i>Signature Required</i>	<input type="radio"/> DELEGATE	<input type="radio"/> SIGNING AUTHORITY	<input type="radio"/> MANUAL SIGNING AUTHORITY
REMOVE Role(s): <i>Signature NOT Required</i>	<input type="radio"/> DELEGATE	<input type="radio"/> SIGNING AUTHORITY	<input type="radio"/> MANUAL SIGNING AUTHORITY

Employee ID:	Date: (YYYY/MM/DD)	<input type="text"/>	
Name: <input type="text"/>	Signature: _____		
Email: <input type="text"/>			
ADD Role(s): <i>Signature Required</i>	<input type="radio"/> DELEGATE	<input type="radio"/> SIGNING AUTHORITY	<input type="radio"/> MANUAL SIGNING AUTHORITY
REMOVE Role(s): <i>Signature NOT Required</i>	<input type="radio"/> DELEGATE	<input type="radio"/> SIGNING AUTHORITY	<input type="radio"/> MANUAL SIGNING AUTHORITY

Employee ID:	Date: (YYYY/MM/DD)	<input type="text"/>	
Name: <input type="text"/>	Signature: _____		
Email: <input type="text"/>			
ADD Role(s): <i>Signature Required</i>	<input type="radio"/> DELEGATE	<input type="radio"/> SIGNING AUTHORITY	<input type="radio"/> MANUAL SIGNING AUTHORITY
REMOVE Role(s): <i>Signature NOT Required</i>	<input type="radio"/> DELEGATE	<input type="radio"/> SIGNING AUTHORITY	<input type="radio"/> MANUAL SIGNING AUTHORITY

Submission Methods:

It is recommended that the preparer keep a copy of this form. If completed online, the form can be saved as a PDF.

Electronically:

For **NEW** Projects related to a **TRAQ DSS**, please submit through **TRAQ**

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.