

Signing Authority & Research Reports Access  
Research Funds



**Form Purpose and Instructions**

This form will serve to delegate or remove **Signing Authority** 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. Complete additional form(s) if required. The Principal Investigator automatically has Signing Authority and Research Reports access.

**Principal Investigator & ChartField Information**

**ChartFields (mandatory fields)**

	_ _ _ _	_ _ _ _	_ _ _ _	Or	_ _ _ _ _ _ _ _ _
	Fund	Department	Project		TRAQ DSS

Principal Investigator \_\_\_\_\_ Employee ID |\_|\_|\_|\_|\_|\_|\_|\_|\_|

Signature \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_  
YYYY/MM/DD

**Authorized Signatories and Permission Descriptions**

Permission	Permission Description
Research Reports	Access to view Research transaction details and reports
Signing Authority Electronic & Research Reports	Electronic Signing Authority for online salary requests submitted via the HR system & Research Report access
Signing Authority Manual	Manual Signing Authority for processing Cheque requisitions, deposits, journal entries and travel claims

This form supersedes all previous forms effective this date \_\_\_\_\_ Date \_\_\_\_\_  
Or  
 This form is in addition to all forms currently on file \_\_\_\_\_  
YYYY/MM/DD

Full Name \_\_\_\_\_ Employee ID |\_|\_|\_|\_|\_|\_|\_|\_|\_|

Signature \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_  
YYYY/MM/DD

**Add** Research Report Access     
  **Add** Signing Authority Electronic & Research Report Access     
  **Add** Signing Authority Manual  
 **Del** Research Report Access     
  **Del** Signing Authority Electronic & Research Report Access     
  **Del** Signing Authority Manual

Full Name	_____	Employee ID	<input type="text"/>
Signature	_____		
E-mail	_____	Date	_____
			YYYY/MM/DD
<input type="checkbox"/> Add Research Report Access	<input type="checkbox"/> Add Signing Authority Electronic & Research Report Access	<input type="checkbox"/> Add Signing Authority Manual	
<input type="checkbox"/> Del Research Report Access	<input type="checkbox"/> Del Signing Authority Electronic & Research Report Access	<input type="checkbox"/> Del Signing Authority Manual	

**Submission Methods**

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

**Method 1: Electronically**

Print the form by clicking **Print Form** and send it as an attachment through the TRAQ awards system or send it directly to Research Accounting through email to the following address:

research.accounting@queensu.ca

**Method 2: Campus Mail**

Print the form by clicking **Print Form** and deliver by campus mail to the following address:

Financial Services  
Rideau Building, 3<sup>rd</sup> Floor

**Method 3: External Mail**

Print the form by clicking **Print Form** and send by external mail to the following address:

Financial Services  
Queen's University  
Rideau Building, 3<sup>rd</sup> Floor  
207 Stuart Street  
Kingston, ON Canada K7L  
3N6

**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