



**Carleton**  
UNIVERSITY

**Canada's Capital University**

Research Accounting  
301 Robertson Hall  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6

## Delegation of Signing Authority For Research and Restricted Funds

To Whom it May Concern:

By means of this letter, I, \_\_\_\_\_ (the Delegating Official), delegate the authority herein described to \_\_\_\_\_ (the Delegate), on the following terms and conditions:

- 1 The Delegate may sign, on my behalf, for expenses related to my Research Grant, Fund Number \_\_\_\_\_.
- 2 The effective date of this delegation is \_\_\_\_\_ and shall run until \_\_\_\_\_, or until revoked by the Delegating Official.
- 3 The authority delegated is not subject to sub-delegation without my prior and express written consent.
- 4 The Delegate is fully aware of the intent, scope, and forecasted activities of my research project, and as such, will be able to verify that the nature of any expense being approved is required to carry out the research as laid out in the original award.

\_\_\_\_\_  
Signature (Delegating Official)

\_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_

Acknowledged and agreed:

\_\_\_\_\_  
Signature (Delegate)

\_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_