Authorizing Research Fund Authority

When a Researcher, Director, Chair, Dean, VP or Research Unit requests to assign an individual signing authority on a research fund, a delegation of authority form must be completed and submitted to Accounting. Each new research fund is assigned a Fund Owner. Any additional signing authorities must be requested by submitting a delegation of authority form to Accounting.

The form is available at: [http://www2.carleton.ca/finance/research-accounting/trainingdocumentation.php](http://www2.carleton.ca/finance/research-accounting/trainingdocumentation.php)

If an individual with fund authority leaves a department or the University, Accounting must be notified to have the person removed as fund authority from the related research funds by the Fund Owner.

Directors, Chairs and Deans do not automatically have signing authority on a researchers funds. They must be approved by the Fund Owner via a request for delegation of authority form.

Students are not permitted to have signing authority on research funds. Faculty, staff, and contract employees are the only individuals who may be granted authority.

Researchers who have retired from the University may retain their research fund authority on active funds that have been designated to remain with the researcher by their department authority, or Research Services for external research funding.

Adjunct researchers require a Banner Guest Account in order to be given signing authority on research funds. HR will provide an ID number and will request that CCS set-up a network account. This will allow the researcher to gain access to their research funds via the University FAST financial system from off campus.

Questions?
Call Accounting at 613-520 - 3631