**Sponsored Projects Administration:**
**Signature Authority**

**Documents Requiring Signature of Institutional Official**

**Pre-Award**

- **Grants:** Carmen Martinez, Director
  Back-up: Kathleen Kreidler, AVP, SPA
  - Proposals
  - Just-in-Time (JIT)
  - Supplemental Info/Post Submission
  - Letters of Intent (LOI)
  - Private Agency Cover Letters
  - Multi PI Plan

- **Contracts***:
  Christopher Denman, Director
  Back-up: Kathleen Kreidler, AVP, SPA
  - Sponsored Research Agreements (SRA)
  - Clinical Trial Agreements (CTA)
  - Confidential Disclosure Agreements (CDA) – in
  - Material Transfer Agreements (MTA) – in/out
  - Subcontracts – in/out
  - Data Use Agreements – in/out
  - Salary Reimbursement Agreements
  - Collaboration Agreements
  - Federal Contracts

**Post Award**

- **PAF**: Ronald Perez, Director
  Victoria Briscoe, Assistant Director
  Back-up: Kathleen Kreidler, AVP, SPA
  - Carry Forward Requests
  - Financial Status Reports **
  - No Cost Extensions
  - Final Invention Statements
  - Budget Modifications
  - Relinquishing Letters

*Individual who negotiated contract cannot sign it

**Individual completing FSR cannot sign it

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Effective 05/01/17