



Memo

Date: May 4, 2022

To: Hub/Center/Departmental Research Administrators

From: Becky Welch, Assistant Vice Chancellor for Research Administration and Finance *BW*

Re: Signature authority in the Division of Research, Economic Development and Engagement for application forms completion

This memo clarifies who maintains delegated signature authority for contracts, grants, cooperative agreements, confidentiality agreements and other proposal and award documents, related to agreements for educational, experimental, developmental, and research projects that qualify as sponsored programs.

Per the [Delegation of Contracting Authority](#) as laid out by the Office of University Counsel, the following positions have delegated signature authority: the Interim Vice Chancellor of Research, Economic Development and Engagement, the Assistant Vice Chancellor of Research Administration and Finance, and the Director of Pre-Award Services.

Beginning May 4, 2022, for the purposes of developing applications for extramural funding and completing sponsor forms that require one or more signatures from an Authorized Organization Representative, please enter **Deborah Lundin, Director of Pre-Award Services**. In times of needed backup, Becky Welch's name and title will be substituted for the signature process.

If you have any questions, please reach out to your Sponsored Program Officer <https://rede.ecu.edu/ora/liaisons/>.