



# Signature Authority



FOR SPONSORED PROJECTS

## Power of the Pen

### WHAT IS SIGNATURE AUTHORITY?

Signature authority is the permission to execute transactions up to limits established by relevant University policies and written permission to execute documents on behalf of the Regents of the University of Colorado.

## Who Can Sign

### SPONSORED PROJECTS

The Office of Contracts and Grants (OCG) is the Authorized Official Representative with the delegation of signature authority for all sponsored projects, including:

- proposals submitted
- research agreements
- outgoing subcontracts
- services agreements
- non-disclosure agreements
- material transfer agreements
- other unfunded agreements

Researchers, faculty, and department staff cannot sign agreements, proposals or subcontracts.

## Wait! Don't Sign

### CONTACT OCG

Anyone who signs an agreement without authority to do so may be personally liable.

OCG is here to help. Find the name, phone number and email of your Proposal Analyst and Grant and Contract Officers in the **Directory** on our website at:

[www.colorado.edu/ocg](http://www.colorado.edu/ocg)



Office of Contracts and Grants  
UNIVERSITY OF COLORADO BOULDER