



University of Windsor

SIGNING AUTHORITY FOR GRANT ACCOUNTS

Grantee Name (Printed) _____

Grantee Signature: _____

Only the grant recipient can delegate authority to use the grant funds. By signing this form, the grantee acknowledges that the delegate possesses the skills and knowledge necessary to exercise the role effectively. The grantee remains fully responsible for all aspects of the grant including eligibility of expenses authorized, expenses do not exceed total funds awarded, and all other policies and procedures outlined in the University of Windsor Travel and Expense Policies, Hospitality Policies, Procurement Policies and the funding agencies policies. For segregation of duties purposes, it cannot be a staff member approving financial transactions (i.e.: someone in the research finance office)

GRANT #	AUTHORIZED PERSON	SIGNATURE	GRANTEE INITIALS	APPROVE EXPENSES	UWINSITE FINANCE ACCESS	UWIN USER ID
				Y / N	Y / N	
				Y / N	Y / N	
				Y / N	Y / N	
				Y / N	Y / N	
				Y / N	Y / N	
				Y / N	Y / N	
				Y / N	Y / N	
				Y / N	Y / N	

DATE: _____

ATTENTION

Return this form electronically to resfinance@uwindsor.ca and ensure digital signature is included. Submitting this form does not automatically assume access is granted.

Special note for UWinsite Access.
The individuals indicated to receive UWinsite Finance access will be added as a Project Participant in the Projects Module. This will allow the individual to initiate payment requests, purchase orders and expense reports. Delegation must be done by the grantee separately within UWinsite Finance. Instructions can be found in the Resources section of the [Finance Homepage](#).