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## Account Authorizations

Office of Research Services

Guideline

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### 1.0 Purpose

- 1.1 For each new grant or contract awarded, a new research account must be established. Normally, the grant-holder or principal investigator on a contract will be the account holder (i.e., will have primary signing authority on the account).

### 2.0 Applicability

- 2.1 University-wide

### 3.0 Definitions

- 3.1 None applicable

### 4.0 Implementation

#### 4.1 FOR GRANTS

- Complete and sign a request to open an account form (Adobe Acrobat PDF Form-Fillable).
- Attach a copy of the grant approval or letter of award.
- Forward the documents to the appropriate dean, director, or department chair for approval and signature(s).
- For all Saint John accounts, forward to the Financial Analyst, Financial and Administrative Services for approval and signature.
- Return to ORS for approval. When an account is assigned you will be contacted.

#### 4.2 FOR CONTRACTS

- Complete and sign a contract authorization form (Adobe Acrobat PDF Form-Fillable).
- Attach a copy of the approved contract proposal with notice the contract was awarded. This proposal must include the full budget with overheads calculated;
- Forward to appropriate department chair and/or dean or director for approval and signature(s).
- For all Saint John accounts, forward to the Financial Analyst, Financial and Administrative Services for approval and signature.
- Return to ORS for approval (upon subsequent award of contract). When an account is assigned you will be contacted.

- 4.2.1 The accountholder may assign signing authority for up to two (2) additional persons.



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- 4.2.2 Any person having signing authority on an account must hold either an academic appointment or a full-time staff position at UNB.

### **5.0 Interpretation and Questions**

- 5.1 For further information please contact: Dwight Ball Executive Director, ORS Tel: (506) 453-3558 Fax: (506) 453-3522 E-mail: [fdball@unb.ca](mailto:fdball@unb.ca) Ana Espejo Manager, Pre-Award Services, ORS Tel: (506) 453-4674 Fax: (506) 453-3522 E-mail: [espejo@unb.ca](mailto:espejo@unb.ca)