



**Harvard Pilgrim Health Care, Inc.  
Harvard Pilgrim Health Care Institute**

***Office of Sponsored Programs***

**Policy and Procedure**

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**TITLE:** Research Signature Authority

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**PURPOSE:**

The purpose of this policy is to specify the signing authorities required for various types of sponsored grant submissions, contracts, modifications and expenses that are part of a government or recognized research funding agency which may be entered into on behalf of HPHC.

**PERSONS AFFECTED:**

This policy & procedure (P/P) applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute, LLC (HPHCI) (collectively, HPHC/I) personnel engaged in research, teaching or research administration activities in support of the charitable and educational mission of HPHC, Inc.

**POLICY:**

The Office of Sponsored Programs (OSP) is responsible for providing the appropriate institutional signature to accept formally the terms and conditions of the award.

Investigators are cautioned not to sign HPHC or HPHCI agreements for sponsored support, patents or copyright licenses, biomaterials, equipment loans, materials transfer, or clinical trials. These agreements bind HPHC to certain obligations and, as such, can be signed only by those who have signature authority.

**PROCEDURE:**

The list of people with signing authority are as follows:

**Director, Office of Sponsored Programs (DOSP)**

All Proposal Submissions

Sponsored Programs Expenses up to \$100,000

Initial grants or contracts awarded (requiring institutional signatures) and Subawards up to \$100,000

Modifications and task orders to contracts and subcontracts

OSP Departmental expenses up to \$25,000 (up to \$100,000 if HPHC SVP of Finance and Assistant Treasurer unavailable)

### **HPHC SVP of Finance and Assistant Treasurer**

Sponsored Programs Expenses over \$100,000.

OSP Departmental expenses over \$100,000.

Initial grants or contracts awarded, subawards, modifications and task orders to contracts and subcontracts if DOSP is unavailable

### **Grants Manager**

Sponsored Programs Expenses up to \$3,000

### **Chief Medical Officer**

Standard initial contracts awarded to HPHC over \$100,000

Non-standard initial contracts after legal review

### **Business Analyst**

DOSP is unavailable.

#### **REVISION HISTORY:**

<b>Department:</b> OSP	<b>Title:</b> P & P Research Signature Authority
<b>Effective Date:</b> 9/1/2017	<b>Owner:</b> Director, Office of Sponsored Programs
<b>Reviewed By/On:</b> 8/14/2017	
<b>Replaces P/P Dated:</b> 9/1/2011	
<b>Related Documents:</b>	
<b>References:</b>	
<b>Approved By:</b> Michelle Clayman, Charlotte Johnson	