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## Account Authorizations

Office of Research Services

Guideline

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### 1.0 Purpose

- 1.1 For each new externally funded grant or contract awarded, a new research account must usually 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).
- 1.2 The accountholder may delegate signing authority for up to two (2) additional persons.
- 1.3 Any person having signing authority on an account must hold either a current academic appointment or a full-time staff position at UNB.
  - 1.3.1 Any person who is not a current employee of UNB, or has left through retirement or otherwise, and who has an account at UNB, may hold or retain signing authority on that account, but all transactions must be counter-signed by a Department Head, Chair or Dean. These include positions such as Honorary Research Associates, Adjunct Professors, Honorary Research Professors and Professors Emeritus.
  - 1.3.2 Any student who has an externally funded research project at UNB cannot hold sole signing authority on an account. All transactions must be counter-signed by a person holding a current academic appointment, or a full-time staff position at UNB.

### 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](#).
  - 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](#).

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Effective:

Revised: December 4, 2020

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- Attach a copy of the approved contract proposal with notice the contract was awarded. This proposal must include the full budget with overheads calculated as per the overhead policy found at:  
<https://www.unb.ca/research/vp/vprforms.html>
- 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.

### 5.0 Interpretation and Questions

5.1 For further information please contact:

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