

MEMORANDUM

To: Faculty and Administrators

From: Deans Council

Re: Approval of Proposals and Acceptance of Awards from External Sponsors

Date: June 20, 2006

As you know, awards for research and other sponsored activities are made to Stevens Institute of Technology and, therefore, must be accepted by an individual authorized to execute such documents. Additionally, proposals to external sponsors that commit the Institute or its employees are subject to the same requirements.

This note is a reminder that the Office of Sponsored Research is responsible for financial and business policies and procedures for sponsored activities, including those designed to comply with the terms and conditions of such sponsored programs. The Executive Director of the Office of Sponsored Research is the authorized institutional official of the Institute directly responsible for the submission, negotiation, and interpretation of contracts and grants for sponsored programs, including basic agreements and memorandums of agreement.

In complying with this requirement, only the Executive Director of Sponsored Research or someone designated by that individual may sign proposals or awards on behalf of Stevens Institute of Technology.