

## Office of Sponsored Programs

### Authorized Organizational Representative Policy

**Policy ID:** OSP 0020

**Date:** 5/18/22

**Status:** Approved

**Policy Type:** Public

**Issuing Office:** Office of Sponsored Programs

**Responsible Executive:** Provost

**Affected Parties:** Liberty University faculty and staff receiving external funding in the form of sponsored programs.

**Reason for Policy:** This purpose of this policy is to establish the administrative actions necessary for an efficient and compliant grant proposal submission process. This policy applies to externally funded programs at LU and includes both primary awards and subawards. Letters of support or collaboration, to the extent they commit University resources, shall also be subject to this policy.

**Policy Statement:** An Authorized Organizational Representative (AOR) is someone with the authority to submit grant proposals and/or enter into grant agreements on behalf of an organization or entity. All documents that obligate University personnel, facilities, intellectual property or other Institutional resources require an authorized University signature. Additionally, many systems used to submit proposals require someone with an AOR role to submit applications on behalf of the organization.

**Policy:** There are a number of individuals authorized by the institution to sign proposals, certifications, award agreements, contracts and other agreement types. LU signing authority\* rests with the following persons: the President, the Chief Financial Officer, and designated procurement and contract administration personnel. It is important to note that not listed here are individual faculty or deans, meaning faculty and other LU staff should not be signing agreements on behalf of the institution.

For federal grant submission systems AOR roles are typically assigned by an e-Business Point of Contact (EBiz POC). AOR authority for federal, state, and foundation grants submission has been delegated to the Executive Director of the Office of Sponsored Programs. AOR signature authority is used for compliance related documents.

Research or grant related documents that need to be signed, whether it be a grant proposal award, sub award agreement, sponsored research agreement, material transfer agreement or any other agreement that legally binds the institution, must be signed by a person with LU signing authority\*.

**Review Cycle:** Every two years or as needed. The Provost will approve all OSP policies.