

**AUTHORIZATIONS**  
**February 2008**  
**Policy 2.1.09**

**Policy:**

Only the Principal Investigator (PI) and appropriately designated personnel have authority over expenditures and management of funds (Grants, Contracts, Research and Development [R&D] Accounts, Other) held by the KUMC Research Institute.

**Purpose:**

The number of persons allowed access to funds is limited in order to safeguard the funds and satisfy audit requirements.

**Procedures:**

Complete and submit a KUMC Research Institute authorization form designating signature authority:  
[http://www2.kumc.edu/researchinstitute/fas/asp/authorization\\_form.asp](http://www2.kumc.edu/researchinstitute/fas/asp/authorization_form.asp)

**Responsible Parties:**

The Principal Investigator named on the grant is ultimately responsible for assuring all expenditures against the grant are in compliance with sponsor and KUMCRI policies and procedures.

**Exemptions:**

In an emergency, a department chair, dean or other administrator of the Medical Center may have access to the grant funds with the approval of the Executive Vice Chancellor.

**Related Policies and Links:**

KUMC Faculty Handbook <http://www.kumc.edu/Documents/faculty%20affairs/Handbook.pdf>  
KUMC Research Institute Authorization Form [http://www2.kumc.edu/researchinstitute/fas/asp/authorization\\_form.asp](http://www2.kumc.edu/researchinstitute/fas/asp/authorization_form.asp)  
KUMC Research Institute Policy 1.1.01: PI Eligibility <http://www.kumc.edu/Documents/ri/spa/PIEligibility.pdf>

**Contacts:**

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Director of Sponsored Programs Administration: 913-588-1261

**History:**

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