



Signatures for Legally Binding Contractual Agreements

Florida Atlantic University has a Signature Authority policy ([Policy No. 11.1](#)). "The purpose of this policy is to provide clear guidelines regarding the authority to sign contracts, agreements, letters of understanding, and other documents or contracts regarding legal assurances, commitments, and obligations on behalf of Florida Atlantic University." Under this policy, the Vice President for Research, or designee(s), is authorized to approve and execute all contracts within his or her area of supervision.

The Assistant Vice President for Research in the Office of Sponsored Programs has been delegated signature authority and is the "Authorized Institutional Official" for all contracts and grants related documents.

Faculty and administrators do not have the authority to sign contracts or any document that binds FAU legally. Per the Signature Authority policy, "FAU officers, employees, volunteers, affiliates, students, or other persons who do not have signature authority pursuant to this policy or Applicable Legal Authorities and who sign contracts or other documents of agreement or commitment that purport to bind the FAU System may be held personally responsible and liable for any unauthorized signatures."

The Signature Authority policy is here for your protection. Please forward all pertinent documents to the Office of Sponsored Programs at sponsoredprogram@fau.edu or directly to Miriam Campo at campom@fau.edu.

