

Request for Delegation of Authority for Subrecipient Invoice Approval

To: RAS Compliance Specialist

From: Department Name: _____ Org Number: _____

Principal Investigator's Name: _____

Harvard University requires that principal investigators review and approve subrecipient invoices to ensure that, in addition to achieving performance goals, subrecipients comply with applicable federal laws and regulations and with the provisions of each subaward agreement. In certain circumstances, the principal investigator can delegate this responsibility to another individual working directly with the principal investigator on the subcontract.

Please indicate the circumstance driving this request:

Extensive PI travel or absence

Current review process is multi-layered and time consuming

Complexity of the award may warrant a designee

I, the Principal Investigator, authorize the individual listed below to review and approve the subrecipient invoices for the subaward(s) referenced below. By signing this form, I agree that the named individual has first-hand knowledge of the scientific and programmatic work performed by the subrecipient on my award such that he/she can appropriately attest to the accuracy of the information provided on the subrecipient invoices.

The individual listed can sign the subrecipient invoices for the grant and subawards listed during the period specified.

Designee Name	
HUID	
Award Fund Number	
Subagreement Number(s)	
Subrecipient Name(s)	
Designee Start Date	
Designee End Date, if applicable	

I understand that as Principal Investigator, I am required to update this form and notify the school level sponsored research or finance office whenever there are staffing changes or re-assignment of duties that result in changes to this delegation of authority.

PI Signature

Date

Designee Signature

Date

School Level Authorized Signature Approval
Research Administration Services (RAS)

Date