

FIN-FRM-008R

Research Project Signing Authority and Systems Access

Authorized Signatories: (continued)

Employee ID:	Date:(YYYY/MM/DD)	<input type="text"/>
Name:	<input type="text"/>	Signature: _____
Email:	<input type="text"/>	
ADD Role(s) Signature Required	<input type="radio"/>	DELEGATE <input type="radio"/> SIGNING AUTHORITY <input type="radio"/> MANUAL SIGNING AUTHORITY
REMOVE Role(s) Signature NOT Required	<input type="radio"/>	DELEGATE <input type="radio"/> SIGNING AUTHORITY <input type="radio"/> MANUAL SIGNING AUTHORITY

Employee ID:	Date:(YYYY/MM/DD)	<input type="text"/>
Name:	<input type="text"/>	Signature: _____
Email:	<input type="text"/>	
ADD Role(s) Signature Required	<input type="radio"/>	DELEGATE <input type="radio"/> SIGNING AUTHORITY <input type="radio"/> MANUAL SIGNING AUTHORITY
REMOVE Role(s) Signature NOT Required	<input type="radio"/>	DELEGATE <input type="radio"/> SIGNING AUTHORITY <input type="radio"/> MANUAL SIGNING AUTHORITY

Employee ID:	Date:(YYYY/MM/DD)	<input type="text"/>
Name:	<input type="text"/>	Signature: _____
Email:	<input type="text"/>	
ADD Role(s) Signature Required	<input type="radio"/>	DELEGATE <input type="radio"/> SIGNING AUTHORITY <input type="radio"/> MANUAL SIGNING AUTHORITY
REMOVE Role(s) Signature NOT Required	<input type="radio"/>	DELEGATE <input type="radio"/> SIGNING AUTHORITY <input type="radio"/> MANUAL SIGNING AUTHORITY

Employee ID:	Date:(YYYY/MM/DD)	<input type="text"/>
Name:	<input type="text"/>	Signature: _____
Email:	<input type="text"/>	
ADD Role(s) Signature Required	<input type="radio"/>	DELEGATE <input type="radio"/> SIGNING AUTHORITY <input type="radio"/> MANUAL SIGNING AUTHORITY
REMOVE Role(s) Signature NOT Required	<input type="radio"/>	DELEGATE <input type="radio"/> SIGNING AUTHORITY <input type="radio"/> MANUAL SIGNING AUTHORITY

Submission Methods:

It is recommended that the preparer keep a copy of this form. If completed online, the form can be saved as a PDF.

Electronically:

For NEW Projects related to a TRAQ DSS, please submit through TRAQ

For Changes to an EXISTING Project, email your completed/signed form to finance.security@queensu.ca

Notice of Collection:

When complete, this form will contain Personal & Confidential information. This information is being collected under the authority of the Queen's Royal Charter of 1841, as amended. This information will be used to validate and manage signing authorities for Queen's Research Funds.