

Delegation of Signatory Authority

The Vice-Chancellor hereby delegates to the post-holders designated below the authority to sign the following research and research related forms and contracts on behalf of the University of Liverpool:

Categories of Authority

Category	Description
A	Applications to and the acceptance of awards received from UK Research Councils and charities offering grants, fellowships or studentships
B	Applications to and the acceptance of awards from all branches of the British Government and the European Commission
C	Applications to, including mandates of authority, and the acceptance of awards from all branches of the European Commission
D	Applications to and awards received from regional structural funds (for example, the European Regional Development Fund - ERDF)
E	Claims for payment and invoices received from any organisation
F	Applications to and awards received from Innovate UK for Knowledge Transfer Partnership's (KTP's)
G	Industry funded research agreements
H	Agreements for the distribution of research funding, including but not limited to collaboration agreements and sub-contracts.
I	Bailment agreements
J	Consultancy and services rendered agreements
K	Co-sponsorship agreements and research site agreements for clinical collaborations under the Clinical Trial Regulations
L	Intellectual property only agreements, including but not limited to, assignment and licence agreements
M	Confidentiality disclosure agreements and material transfer agreements
N	Non-legally binding Memorandum's of Understanding and Heads of Terms
O	Continuing Professional Development agreements

Individual levels of authority

Legal Risk and Compliance (LRC)

Position	Authority Level
Director of Legal Risk and Compliance	C, G, H, I, J, K, L, M, N, O
Legal Risk and Compliance Manager	C, G, H, I, J, K, L, M, N, O
Senior Contracts Officer	C, G, H, I, J, K, L, M, N, O
Research Contracts Officers (Grade 7 only)	G, H, I, J, K, L, M, N

Research Partnerships and Innovation (RPI) - Research Support Office

Position	Authority Level

Director of RPI	A, B, C, D, E, F, J, K, L, M, N, O
Head of the Research Support Office	A, B, C, D, E, F
Head of Research Support for the Faculties of Science & Engineering (S&E), Humanities & Social Sciences (HSS) and European Union (EU)	A, B, C, D, E, F
Head of Research Support for the Faculty of Health and Life Sciences	A, B, C, D, E, F

RPI – Business Gateway

Position	Authority Level
Head of Business Gateway	F, J, L, M, N, O
Senior Business Managers (Grade 8)	M, N
Business Managers (Grade 7)	M, N
Head of Consultancy & Partnerships (Grades 9, 8,)	B,C,J, L, M, N
Director of Knowledge Transfer Partnerships	F, M, N
Head of International Development Office	M, N
Head of Continuing Professional Development	M, N, O
Head of Intellectual Property	L, M, N
Intellectual Property Managers (Grade 8 – subject to the written approval of the Head of Intellectual Property)	L, M, N
Intellectual Property Managers (Grade 7)	M

Other Professional Services

Position	Authority Level
Deputy Vice-Chancellor	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O
Faculty Directors of Operations	A, B, C, D, E, M, N
School/Institute Managers	A, B, C, D, E, M, N
Operational Director of the Liverpool Cancer Trials Unit (LCTU)	K, M
Deputy Operational Director of the LCTU	K, M
Senior Trial Co-Ordinators of the LCTU and the Clinical Trials Research Centre (CTRC)	K, M (Senior trial co-ordinators may only sign unamended template contracts for category K and M agreements that have been pre-approved by senior members of LRC in accordance with any criteria they may set.)
Managing Director of Materials Innovation Factory	E, G, I, M, N

Before signing a document the signatory must be aware of the following:

1. By signing a legally binding document on behalf of the University the signatory is binding the University to the terms and conditions to which that document is subject.

2. The authority granted is done so in accordance with the individual's area of activity and is commensurate with that individual's seniority and experience.
3. Academic members of staff do not have the authority to sign legally binding agreements on behalf of the University.
4. All agreements may only be signed on behalf of the University with the knowledge and consent of the relevant principal investigator (PI).

This declaration of authority is hereby authorised by:

Signature: 

Vice-Chancellor, University of Liverpool

Date: 7 October 2016