

## RF Project Signature Authorization and Information Request

Principal or Co-Principal Investigators: Complete this form to delegate signature authority and to provide the Research Foundation with current contact information for sponsored research projects. Please complete one copy of this form for each new sponsored project or when information changes on existing projects. When completed, return via campus mail to: Research Foundation, Purchasing Department, 1960 Kenny Road, Columbus, Ohio 43210 or fax to (614) 292-6870.

Project No(s) \_\_\_\_\_

Date \_\_\_\_\_

**Type or Print**

Contact's Name \_\_\_\_\_

Department \_\_\_\_\_

Room #/Bldg. \_\_\_\_\_

Street Address \_\_\_\_\_

Contact's Office Phone No. \_\_\_\_\_

Project Phone No \_\_\_\_\_

FAX No. \_\_\_\_\_

E-Mail address \_\_\_\_\_

**Provide the printed/typed names and signatures of OSU personnel to whom you are delegating signature authority for all financial transactions including those approving requisitions.**

\_\_\_\_\_  
Typed/printed name OSUID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed/printed name OSUID

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Signature

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Typed/printed name OSUID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed/printed name OSUID

\_\_\_\_\_  
Signature

**PRINCIPAL INVESTIGATOR:**

\_\_\_\_\_  
Typed/printed name

\_\_\_\_\_  
Signature

**CO-PRINCIPAL INVESTIGATOR:**

\_\_\_\_\_  
Typed/printed name

\_\_\_\_\_  
Signature

**NOTE: If your department or college requires additional approvals, please provide the following.**

**Department Signature**

\_\_\_\_\_  
Typed/Printed Name OSUID

\_\_\_\_\_  
Signature

**College Signature(s)**

\_\_\_\_\_  
Typed/Printed Name OSUID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed/Printed Name OSUID

\_\_\_\_\_  
Signature

**Note: Authorized signatures on this and all other documents faxed to The Ohio State University Research Foundation will be considered the same as authorized signatures on original documents.**

STAPLE HERE

# **OSU CAMPUS MAIL**

**Purchasing Department  
Research Foundation  
1960 Kenny Road  
Columbus, Ohio 43210**

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