



Research and Grants Administration
CAMC Health Education and Research Institute, Inc.



Approved by: Sharon Hill
President, CAMC Institute
Effective Date: 3/1/09

Title/No: 1.0 INSTITUTIONAL AUTHORITY

Policy: The authority to enter CAMC Institute into any grant agreement or grant-related contract on behalf of itself, any person, department, or entity (through affiliation agreement or contract) of CAMC, or IHCP can be made only by the designated Institutional Official. The designated Institutional Official is the President of CAMC Institute.

Acronyms: CAMC (Charleston Area Medical Center)
CAMC Institute (CAMC Health Education and Research Institute)
IHCP (Integrated Health Care Provider)

Reference: CAMC Administrative Policy 2021.00

Procedures:

1. The Institutional Official's approval is valid by signature only.
2. All sponsored projects resultant of grant funding must be routed through Research and Grants Administration for review prior to requesting signature from the Institutional official (See Policy 2.0).
 - a. Research and Grants Administration must be notified of the need for Institutional approval 10 business days prior to the submission deadline.
3. The Institutional Official's signature must be the last signature obtained before submission to any funder.
 - a. This applies to new submissions, renewals, and any post award modifications that require the agreement/contract to be amended.
 - b. The Director of Research and Grants Administration may choose to delay the submission until Institutional Approval is verified.
4. For electronic submissions, please see policy 3.0 Electronic Submissions.