




<b>Policy &amp; title</b>	GEN002 - <b>Delegated Authority</b>
<b>Effective date</b>	1 November 2006
<b>Objective</b>	To clearly set out the levels and conditions of delegated Council authority to facilitate contracting on behalf of the University.
<b>Scope</b>	This policy applies to all UCT financial and budget transactions and the financial aspects of other transactions, for example, the approval of contracts. For transactions not covered by this document (including the attachments) authority remains with Council.
<b>Applicable to</b>	All UCT staff and members of UCT committees who have delegated authority to contract and do such other things that are specified on behalf of the University for various types of financial and budgetary transactions as detailed in attachments A, C, D & E.
<b>Additional information</b>	<p>This document should be read in light of the following:</p> <ul style="list-style-type: none"> <li>• In no instance does the delegation of authority imply that University policy can be overridden; conversely, delegated authority must be exercised in terms of policy.</li> <li>• All expenditure is subject to the availability of budget, and the budget holder remains accountable for the financial results of the unit.</li> <li>• In the case where a signatory is unavailable, there is a disagreement among signatories, or the initiator of the transaction (usually the affected fund holder) is the signatory, the matter should be referred to the signatory's senior, or if necessary, to Council.</li> <li>• A person may not exercise delegated authority in favour of himself or herself or where a conflict of interest arises.</li> <li>• These limits apply to ALL funds.</li> <li>• Related policies:            Funds deposited or held by UCT [<a href="#">GEN001</a>]            Staff reimbursements [<a href="#">PAY005</a>]</li> </ul>
<b>Policy</b>	The UCT Council delegates authority to contract and do such other things that are specified on behalf of the University as detailed in the Financial Authority Limits ( <a href="#">Attachment A</a> ) and Research Contracts ( <a href="#">Attachment C</a> ). Also included herein are authorities delegated to the Registrar ( <a href="#">Attachment D</a> ) and Development Agreements ( <a href="#">Attachment E</a> ).
<b>Implementation responsibility</b>	<p>UCT fund holders, chairs of committees or staff members in a position of delegated authority.</p> <p> <b>Note</b></p> <p>The HOD has to ensure all policies and procedures are communicated to and implemented by the responsible individual(s), including research staff. The area finance manager has to ensure reasonable controls exist to support the implementation of policies.</p>
<b>Contact</b>	Finance helpdesk <a href="mailto:fnd-finance@uct.ac.za">fnd-finance@uct.ac.za</a> 021 650 2111
<b>Policy category</b>	General
<b>Policy owner</b>	Executive Director: Finance
<b>Responsible for update</b>	Head: Financial Accounting
<b>Last reviewed</b>	December 2009
<b>This review</b>	February 2011
<b>Approval</b>	Council: Nov 1999 (Attachment 1, excluding Research contracts) Dec 2001 (Research contracts) Dec 2001 (Update Attachment 1, Bridging finance) Oct 2004 (item 1 (d) p17 & EXCO agenda attachments pg 37 to 56) Nov 2006 (Council agenda EXCO) Nov 2008

## Schedules of delegated authority

### A: Financial Authority Limits

Council has resolved that authority may be exercised on behalf of Council on behalf of the University for the financial and budgetary transactions as detailed in this schedule.

All authorities are subject to the following:

- In no instance does the delegation of authority imply that University policy can be overridden; delegated authority must be exercised in terms of University policy.
- All expenditure is subject to the availability of budget, and the budget holder remains accountable for the financial results of the unit.
- In any case where a signatory is unavailable or the signatory is not prepared to approve, or if there is a disagreement among signatories, the matter should be referred to the signatory's senior or, if necessary, to Council.
- A person may not exercise delegated authority in favour of him or herself or where a conflict of interest arises.
- The financial authority limits apply to all funds.
- In any instance not covered by this document, transactions with amounts:
  - Between R500,000 and R3,000,000 require the authorisation of and may be authorised by the Executive Director Finance together with the Registrar.
  - Between R 3,000,000 and R10,000,000 require the authorization of and may be authorised by the Executive Director Finance and the Vice-Chancellor or a Deputy Vice-Chancellor.
  - Exceeding R10,000,000 the Executive Director Finance and the Vice-Chancellor must consult the Chair of the University Finance Committee with a view to agreeing on how to proceed.
  - Where authority is delegated to an individual, the authority passes from the delegating authority to the designated officer through those officers that make up the line of responsibility between the two. It follows that the exercise of that authority may be referred to a superior officer in that line.

Approved by the University Council December 2010

**Certified a true extract from Council minutes ..... (Chair) .....(Date)**

ACTION	CONDITIONS/AMOUNT	APPROVAL REQUIRED
<b>LEGAL ENTITIES</b>		
Authority to establish a, UCT-related legal entities	Partnerships Trusts Joint Venture Close Corporations Companies	All such entities may be established only by authority of Council.
<b>CONTRACTS</b>		
Contracts including consulting contracts to UCT (other than those associated with building construction projects other than research contracts; and other than supplier or service contracts)	Contract price $\leq$ R100,000	Fund holder
	Contract price $>$ R100,000 and $\leq$ R1,000,000	Fund holder and the Dean (or PASS department head, as applicable).
	Contract price $>$ R1,000,000 and $\leq$ R5,000,000	Fund holder and the Dean (or PASS department head, as applicable) and either the DVC Research (for research-related items) or ED: Finance or Registrar
	Contract price $>$ R5,000,000	Council for signature by Registrar and ED: Finance
Construction contracts (including the professional team) within the approved Capital Projects budget, including acceptance of the tenders	Building cost $\leq$ R4 million, excluding VAT and professional fees.	ED: Properties and Services
	Cost $>$ R4 million	UB&DC for signature by the ED: Properties and Services
Supplier or service contracts (e.g. in-house travel agency, service contracts, photocopy machines, rentals of equipment and software licenses)	Where term is $\leq$ 3 years and $\leq$ R5,000,000 in total	Dean or Executive Director or GSB Director or Registrar
	Where term is $\geq$ 3 years and or $\geq$ R5,000,000	ED: Finance plus one of Registrar or DVC on recommendation of Dean or Executive Director or GSB Director
	Where term is $\geq$ 5 years and or $\geq$ R10,000,000	Council for signature by ED: Finance and Registrar
Letters of intent	Applicable operational service or supplier contracts	Manager of Procurement and Payment Services after approval as above

ACTION	CONDITIONS/AMOUNT	APPROVAL REQUIRED
Letting or leasing immovable property	Staff or student housing up to 1 year	Director: SH&RL or nominee
	Ad hoc use up to 1 month	ED: P&S or nominee
	Term < = 1 year	ED: Properties and Services
	Total expense or income < = R1,000,000 per annum and term is < = 5 years	ED: Properties and Services
	Total expense or income > R1,000,000 and < R5,000,000 per annum and term is > than 1 year and < = 5 years	Two of Registrar, ED: Finance and ED: Properties & Services
	Total expense or income > R5,000,000 per annum or lease term is > 5 years	Council for signature by two of Registrar, ED: Finance and ED Properties & Services
<b>PURCHASES</b>		
Purchase orders – general (excluding assets)	All payments to UCT staff (reimbursements, advances etc.) in excess of R1,500	Require one up authorisation
	Orders < = R50,000	Fund holder or nominee.
	Orders > R50,000 and < = R500,000	Fund holder or nominee and the nominee of the Dean (or applicable PASS department head)
	Orders > R500,000	Fund holder and the Dean (or applicable PASS department head) and either the DVC Research (for research related purchases) or the ED: Finance No purchases above R500 000 will be considered without the sign-off of the University Purchasing Department.
Purchase orders in terms of contracts, including consulting contracts to UCT (other than those associated with building construction projects other than research contracts; and other than supplier or service contracts)	Purchase order < = R50,000	Fund holder
	Purchase order > R50,000	Fund holder and the Dean (or PASS department head, as applicable).

Purchase orders in terms of construction contracts (including the professional team) within approved Capital Projects	Purchase order $\leq$ R1,000,000	Fund holder
	Purchase order $>$ R1,000,000	Fund holder and the Dean (or PASS department head, as applicable).
Purchase orders in terms of approved supplier or service contracts, including software and library data access licenses	Purchase order $\leq$ R1,000,000	Fund holder
	Purchase order $>$ R1,000,000	Fund holder and the Dean (or PASS department head, as applicable).
Movable asset acquisitions	Cost up to R15,000 (not on asset register)	Fund holder or nominee
	Cost $>$ R15,000 and $\leq$ R50,000 (on asset register).	Fund holder or nominee
	Orders $>$ R50,000 and $\leq$ R500,000	Fund holder, or nominee, and the nominee of the Dean (or applicable PASS department head)
	Orders $>$ R500,000	Fund holder, and the Dean (or applicable PASS Department Head) and either the DVC(research) (for research-related purchases) or ED: Finance No purchases above R500 000 will be considered without the sign-off of the University Purchasing Department.
<b>MOVEABLE ASSET DISPOSAL</b>		
Disposals of moveable assets	Cost $\leq$ R50,000	Head of Department (HOD)
	Cost $>$ R50,000 and $\leq$ R500,000	HOD and the nominee of the Dean (or applicable PASS department head)
	Cost $>$ R500,000	HOD, the Dean (or applicable PASS department head) and either the DVC Research (for research assets) or the ED: Finance

<b>IMMOVEABLE ASSETS</b>		
Land and/or buildings	For acquisitions requiring urgent action in order to secure rights.	Council will, on the advice of the UFC, approve annual Rand limits per single acquisition and a cumulative maximum spend for the year. A sub-committee of Council, comprising the Chair of Council, the Chairs of both the UFC and the UB&DC and the Vice-Chancellor will assess acquisitions within these limits for recommendation to Council. Council must approve such recommendation either by Chairs circular or at its next meeting.
	Normal acquisition	Acquisitions outside of these limits must be approved by Council.
	Disposals	Council with ministerial approval
<b>INVESTMENTS</b>		
Long term investments	Portfolio management appointments, limits and mandates	Council
	Contracts/letters of instruction on mandates	ED: Finance
	Operational signatories	ED: Finance
Appointment of investment managers and advisors	All investment portfolios, including cash portfolios	Council/ Board of Trustees of the UCT Foundation, on advice of the Joint Investment Committee (JIC)
Setting investment limits and strategies	All investment portfolios, including cash portfolios	Council/ Board of Trustees of the UCT Foundation, on advice of the JIC
Investing or withdrawing call funds, fixed deposits or other portfolio investments	< = R75 million	Two top line signatory as nominated by the ED: Finance
	> R75 million	As above and specifically approved by ED: Finance
<b>LOANS</b>		
Raising of loans by UCT	All loans	Council, on the advice of the UFC
Loans to UCT entities and affiliates (e.g. Baxter, UCT Medical Centre, Sports Science Institute, Afrec, The Lung Institute, Shawco etc) including "inter company accounts"	All loans	UFC to recommend to Council the amount of the loan facility to be made available to the entity concerned. The loan facility is to be reviewed annually and Council advised accordingly

<b>PURCHASING CARDS</b>		
Application to hold a card	All cards	The fund holder, HOD and Faculty Finance Manager and Dean or Executive Director
Application to Bank	Cards with monthly credit limits of $\leq$ R50,000	Manager Procurement & Payment Services and Purchasing Liaison Manager
	Cards with monthly credit limits of $>$ R50,000	Manager Procurement & Payment Services and ED: Finance or nominee(s)
<b>BANKING</b>		
Bank Accounts and relationships with Commercial Banks for general banking purposes	Opening and closing of bank accounts and short term call deposit accounts	ED: Finance and reported to the UFC.
	Letters of instruction and/or indemnity	ED: Finance and one top line cheque signatory as defined below
Cheque signatories: appointment of	Top line	Nominees of the ED: Finance, provided that pay class is greater than 10 (Note: Nobody may be both a top and bottom line signatory).
	Bottom line	Nominees of the ED: Finance, provided that pay class is 9 or greater.
<b>WRITE OFFS</b>		
Bad debt (external debt, including fee debt) and the non-pursuit of insurance claims	$\leq$ R25,000	Nominee of the ED: Finance, ratified quarterly by the ED: Finance
	$>$ R25,000 and $\leq$ R500,000	ED: Finance, and reported to Audit committee
	$>$ R500,000 and $\leq$ R5,000,000	ED: Finance and the UFC Chair, ratified by the UFC and reported to Audit committee
	$>$ R5,000,000	Council, on advice of UFC
Staff debtors	As above	As above PLUS reported to the Audit Committee in respect of any potential tax risks
Write back of debtors invoices raised to the fund originally credited	$\leq$ R100,000	Nominee of ED: Finance on written acceptance by the Fund-holder, and reported quarterly to the ED: Finance
	$>$ R100,000 and $\leq$ R500,000	As above plus the appropriate Dean and DVC: Research
	$>$ R500,000	As above and reported to the URC
(N.B. for all items in excess of R100 000 it may be appropriate to <i>inform</i> the ED: Development and Alumni Affairs)		

Fund deficits	< = R25,000	Dean (or applicable PASS department head)
	> R25,000 < = R500,000	ED: Finance on motivation by Dean (or applicable PASS department head)
	> R500,000 < = R5,000,000	ED: Finance and Chair UFC, ratified by UFC
	> R5,000,000	Council, on advice of UFC
Debit/credit write offs of unidentified receipts and payments	All amounts	Transfers to treasury write off - ED Finance nominee with annual report to ED Finance. Write off to income statement – ED Finance in consultation with the Chair of UFC
Baxter - making good of deficits	Use of number 2 portfolio investments	Approval initially by the Baxter board and then by Council on advice of UFC
<b>DONATIONS</b>		
Acceptance of a donation or grant which is not subject to a research contract and where there are on-costs <= R500,000 and there are no restrictive clauses	Amount < = R1,000,000	Dean, Executive Director or Registrar in whose area this falls and Nominee of the Executive Director: Finance (ED: Finance)
	Amount > R1,000,000 and < = R10,000,000	Vice-Chancellor or nominee
	Amount > R10,000,000	Chair of Council on behalf of Council
Acceptance of a donation or grant where further costs > R500,000 and < = R1,000,000 will be incurred and which is not subject to a research contract ,or there are restrictive clauses	Amount < = R5,000,000	Dean (or PASS department head, as applicable) and the ED: Finance
	Donation > R5,000,000	Council on the advice of the University Finance Committee (UFC)
Acceptance of a donation or grant where further costs > R1,000,000 will be incurred and which is not subject to a research contract.	Any amount of donations or grant	Council on the advice of the University Finance Committee (UFC)
Issuing of Section 18A Certificates	Cash or equivalent	Nominee of ED: Finance (usually in Department of Alumni and Development)
	Donations in kind	Vice-Chancellor or ED: Finance or nominee who is member of the finance executive

<b>FINANCIAL AID</b>		
Setting the award amounts for financial aid and entrance scholarship packages	Subject to approved budget for financial aid	Undergraduate Studies Funding Committee (USFC)
Setting the 'over offer' factor allowed in awarding financial aid and entrance scholarship packages	Subject to approved budget for financial aid	USFC
Setting eligibility levels for financial aid packages	Subject to approved budget for financial aid	USFC
Allocating financial aid and entrance scholarship packages, including 'over offer' factor, to faculties	Subject to approved budget for financial aid	USFC as advised by the Admissions and Progression Committee
Awarding of bursaries/student loans	Award made from funds administered by Scholarships Committee	The Head: Postgraduate Funding Office (PGFO) (or nominee) or the Head: Undergraduate Funding Office (or nominee), and the Scholarships Committee Chair or the DVC (Research)
	Award made from funds administered by the Financial Aid Office	Guaranteed packages, subject to confirmation, approved by the Dean or nominee with parameters set by USFC and Admissions and Progression Committee. Awards confirmed by the Head: PGFO (or nominee) or the Head: Undergraduate Funding Office (UGFO) (or nominee). Appeals are dealt with by the Chair, USFC.
	Award made from departmental or research funds	All such awards must be channeled through the above processes. No payment may be made in the form of bursary, scholarship or postdoctoral fellowship unless through the UGFO or PGFO.
<b>RESEARCH COST RECOVERY</b>		
Waiver of research and other cost recovery	All research for third parties is subject to overhead cost recovery	Dean (Waivers are to be reported to the DVC Research and UFC on a quarterly basis)

<b>BRIDGING FINANCE</b>		
Waiver of interest or interest at less than prime	On bridging finance loan < = R3,000,000	ED: Finance
	On bridging finance loan > R3,000,000 and < = R10,000,000	ED: Finance and Chair UFC
	On bridging finance loan > R10,000,000	Council on the advice of the UFC
Award of bridging finance	Amount < = R2,000,000	ED: Finance on application by Dean/ED: PASS department
	Amount > R2,000,000 and < = R10,000,000	ED Finance and Chair UFC on application by Dean/ED: PASS department
	Amount > R10,000,000 and < = R25,000,000 and the following conditions apply: - the project has been approved by Council - the project has been approved, funds have been committed by a donor or contractor; and there is an agreement that the bridging finance has first claim on donations or contract income.	ED: Finance and Chair UFC on application by Dean/ED: PASS department
	Amount > R10,000,000 and < = R25,000,000 and where the above conditions do not apply	Council on the advice of the UFC
	Amount > R25,000,000	Council on the advice of the UFC

<b>BUDGET</b>		
Granting additional operating budget	Any amount	Council on recommendation of UFC
Granting budget (non-Council controlled operating budget)	Income has been recognised or research contract has been signed	The ED: Finance or nominee
	Authority to spend on spend-and-claim basis granted by external funding source	The ED: Finance or nominee
<b>RESERVES</b>		
Use of prior year reserves	Units are required to maintain sufficient reserves to cover 5% of their total expenditure budget at all times	Any variation regarding the 5% rule must be approved by the ED Finance and reported to the UFC
	Otherwise units may use their reserves in terms of the guidance given under the "UCT Integrated Financial Approach"	Expenditure greater than R500,000 to be reported to executive line manager (for consistency with priorities) and ED Finance (for cash management)
<b>UTILISATION OF GOB CONTINGENCY</b>		
	< = R500 000	Vice-Chancellor and ED Finance and reported to UFC
	> R500 000	UFC and reported to Council

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UNIVERSITY OF CAPE TOWN  
SCHEDULES OF DELEGATED AUTHORITY

**C: RESEARCH, RESEARCH-RELATED AND EXTENSION CONTRACTS**

1. This schedule covers:
  - agreements between UCT and a third party in terms of which the University contracts to do work, or supply something to, or for, a third party for a price;
  - sub-contracts with third parties arising from such agreements;
  - grant agreements between UCT and third parties for grants to UCT to subvent research or research-related work done by UCT; and
  - contracts for public-service and/or extension work based on UCT's research-led expertise, widely understood.
2. This schedule assumes that the University has costed the work and decided on a price which has regard to the cost of doing the work and the need for cost recovery.
3. The University Council has delegated authority to conclude first, second, third and fourth level contracts in terms of the rules and definitions in paragraphs 4 to 6 hereunder to the following officers:
  - (a) the Vice-Chancellor
  - (b) the Deputy Vice-Chancellor responsible for research
  - (c) the Registrar
  - (d) the Executive Director: Finance
  - (e) the Director Research Contracts and IP Services
  - (f) Contracts Officers (defined as any Manager in the Research and Innovation offices designated in writing by the Registrar)
  - (g) the Dean/Deputy Dean or Director of Research of a Faculty or in CHED or in the GSB in which the research is to be conducted
  - (h) the Faculty Finance Managers, of the Faculty or CHED or GSB in which the research is to be conducted
  - (i) the Director and the Deputy Director of the Graduate School of Business (where the research is to be conducted in the GSB).

• **First level contracts**

*Simple contracts between UCT and one or more third parties where:*

- (a) the value of the contracts is less than R100,000 exclusive of VAT; and
- (b) the contract contains no restrictions on publication

A first level contract may be approved and signed on behalf of UCT by any of the officers listed in paragraph 3 above.

• **Second level contracts**

*Contracts between UCT and one or more third parties:*

- (a) which do not contain restrictions on publication, or contain only standard provisions for limited restrictions on publication that have been approved by the URC or by the Chair of the URC; and
- (b) where the value of the contract is less than R1,000,000 exclusive of VAT; and
- (c) which have been reviewed by one of the officers listed above and do not contain any provisions considered by the reviewer to be unusual.

A second level contract must be approved by at least **two** of the officers listed in paragraph 3 above provided that at least one of the following is one of these authorities:

- i. the Vice-Chancellor
- ii. the Deputy Vice-Chancellor
- iii. the Registrar
- iv. the Executive Director: Finance
- v. a Contracts Officer



- **Third level contracts**

*Contracts between UCT and one or more third parties:*

- (a) where there is a non standard restriction on publication; or
- (b) where the contract contains an unusual provision which in the opinion of a contracts officer requires review at one level up; or
- (c) contains a provision which the reviewing contracts officer thinks is contrary to policy; or
- (d) where the value of the contract is R1,000,000 or more excluding VAT

A third level contract may be approved by at least **two** of the officers listed in paragraph 3 above provided that at least one of the following is one of these authorities:

- i. the Vice-Chancellor
- ii. the Deputy Vice-Chancellor
- iii. the Registrar
- iv. the Executive Director: Finance
- v. the Director : Research Contracts and IP Services

However, where the value of the contract exceeds R3,000,000, excluding VAT, the contract must be approved by two of the officers listed in (i) to (v) of this paragraph.

- **Fourth level contract (Clinical Trials)**

*Contracts between UCT and one or more third parties to conduct clinical trials:*

- (a) which do not contain restrictions on publication, or contain only standard provisions for limited restrictions on publication that have been approved by the URC or by the Chair of the URC or contain publications restrictions which are considered standard for clinical trials notwithstanding the fact that such restriction would otherwise be considered non-standard; and
- (b) where the value of the contract is less than or equal to R1,000,000 exclusive of VAT; and
- (c) which have been reviewed by one of the officers listed below and do not contain any provisions considered by the reviewer to be unusual.

(All clinical trials are to be treated as level four contracts except those which contain a provision which the reviewing officer thinks is contrary to policy or which are valued at over R1,000,000 exclusive of VAT, in which case they shall be treated as third level contracts.)

A fourth level contract must be approved by at least **two** of the officers listed in paragraph 3 above provided that at least one of the following is one of these authorities:

- i. the Vice-Chancellor
- ii. the Deputy Vice-Chancellor
- iii. the Registrar
- iv. the Executive Director: Finance
- v. the Director Research Contracts and IP Services or a Contracts Officer

- In approving a research contract the authorizing officer must satisfy him or herself and sign a statement that the draft contract has ethical clearance, is appropriately priced and protects UCT's interests adequately. This statement will be filed with the UCT copy of the contract. The statement must be on the appropriate form (attached)
- Once a contract has been approved by the officer/s in terms of paragraph 3 to 7 above, that officer, or one of the authorizing officers, or two where two are required to sign, may sign the contract.
- Contracts, which contain secrecy clauses, may not ordinarily be concluded. The Vice-Chancellor personally must approve any contract containing a secrecy provision, and must submit a full report to the next Senate meeting explaining the circumstances surrounding this (see policy on secret and embargoed research).

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The Council confirms the following delegations to the Registrar.

RESOLVED that Hugh Theodore Amoore, in his capacity as the Registrar of the University of Cape Town, acting independently, be and is hereby authorized -

1. to institute legal proceedings in any court of competent jurisdiction for:
  - a) the payment of any monies owing by any person, persons, close corporation or company to the University of Cape Town and/or
  - b) the delivery of any goods or assets belonging to or claimable by the University of Cape Town and/or
  - c) the sequestration of the estate of any person or persons and the liquidation or judicial management of any close corporation or company and/or
  - d) any other relief or remedy of whatsoever nature on the University of Cape Town's behalf, and whether by way of action, petition, motion, application or otherwise howsoever;
2. to enter appearance to defend and to defend any legal proceedings instituted against the University of Cape Town in any court of law;
3. to represent the University of Cape Town in any such legal proceedings and to employ attorneys and agents, and to sign and execute any power of attorney and/or affidavit, and/or other document in connection therewith and to proceed to the final end and, determination of any such legal proceedings no matter what cause arising;
4. to nominate, in writing, and for a specified period, one or more officers of the administration to represent the University in signing any affidavit in relation to legal actions in the student fee debtors collection process, and to institute the legal proceedings pursuant to this.
5. to enter agreements and sign documents on behalf of the University of Cape Town in connection with:
  - a) purchasing or otherwise acquiring, holding, selling, exchanging or otherwise alienating, hypothecating, burdening with a servitude or otherwise dealing with immovable or movable property of any kind, provided that no action in respect of immovable property may be taken unless previously authorized by a resolution of the Council; and
  - b) contracts expressly approved by or authorized by resolution of the Council.

*Council EXCO 1 November 2006*

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The Council of the University of Cape Town delegates to Dr Jim McNamara in his capacity as Director of Development and Alumni Affairs, authority

1. To approve and sign institutional submissions to grant awarding Foundations and other bodies, including those declarations that must be signed by the head of the institution or an official authorized to make and sign such declarations.
2. To sign grant applications and grant or donor agreements authorized by the relevant UCT committee or the Council on behalf of the University.

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