



Appendix to the DCU Signing Authority Policy
Approved University Signatories

Appendix – List of contracts and similar or related documents.

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1. Academic Activities

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
1.1	Documents under this heading will be finalized by the DCU Education Committee.	Pending	Pending	Pending	Pending	Pending

2. Acquisition / Disposal / Lease of Land and Property

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
2.1	Acquisition of land (excluding gifts of land) with a value less than €750,000.	Office of the Chief Operations Officer	1) Office of the Chief Operations Officer & 2) DCU Executive.	President	Chief Operations Officer	Office of the Chief Operations Officer.
2.2	Acquisition of land (excluding gifts of land) with a value equal to, or greater than, €750,000.	Office of the Chief Operations Officer	1) Office of the Chief Operations Officer & 2) DCU Executive & 3) Governing Authority.	President	Chief Operations Officer	Office of the Chief Operations Officer.
2.3	Sale of land or property with a market value of less than €150,000.	Office of the Chief Operations Officer	1) Office of the Chief Operations Officer & 2) DCU Executive.	Chief Operations Officer	Director of Estates	Office of the Chief Operations Officer.
2.4	Sale of land or property with a market value equal to, or greater than, €150,000.	Office of the Chief Operations Officer	1) Office of the Chief Operations Officer & 2) DCU Executive & 3) Governing Authority.	President	Chief Operations Officer	Office of the Chief Operations Officer.

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
2.5	Lease of land or property <u>to or from</u> the University for a term up to 5 years.	Office of the Chief Operations Officer	Chief Operations Officer	Chief Operations Officer	Director of Estates	Office of the Chief Operations Officer.
2.6	Lease of land or property <u>to or from</u> the University for a term exceeding 5 years.	Office of the Chief Operations Officer	1) Chief Operations Officer & 2) DCU Executive.	1) Chief Operations Officer & 2) Director of Finance	Director of Estates	Office of the Chief Operations Officer.
2.7	Right of way / easement.	Office of the Chief Operations Officer	DCU Executive	Chief Operations Officer	Director of Estates	Office of the Chief Operations Officer
2.8	Short term (less than one year) venue rental agreements with a third party.	Office of the Chief Operations Officer or Invent DCU Ltd.	Chief Operations Officer or Director of Innovation (Invent)	Chief Operations Officer or Director of Innovation	Director of Estates (In place of COO).	Office of the Chief Operations Officer or Invent DCU Ltd.
2.9	Assignment of leases to the University and from the University.	Office of the Chief Operations Officer	Chief Operations Officer	Chief Operations Officer	Director of Finance	Office of the Chief Operations Officer

3. Banking Activities

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
3.1	Establishment of a line of credit or financial loan to the University.	Finance Office	Governing Authority	Director of Finance	1) Financial Controller or 2) Financial Operations Accountant.	Finance Office
3.2	Formal document to permit the drawing down of a line of credit or financial loan.	Finance Office	Director of Finance	Director of Finance	1) Financial Controller or 2) Financial Operations Accountant.	Finance Office
3.3	Documentation relating to financial investments (excluding short term deposits).	Finance Office	Governing Authority	Director of Finance	1) Financial Controller or 2) Financial Operations Accountant or 3) Senior DCU Accountant.	Finance Office
3.4	Corporate banking services (including mandates & resolutions).	Finance Office	Governing Authority	1) Director of Finance & 2) Chief Operations Officer.	None	Finance Office

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
3.5	Bank guarantees.	Finance Office	DCU Executive	Director of Finance.	1) Financial Controller or 2) Financial Operations Accountant.	Finance Office
3.6	Credit card agreements.	Finance Office	Senior Finance Office staff in line with Credit Card Policy.	Director of Finance	1) Financial Controller or 2) Financial Operations Accountant.	Finance Office
3.7	Short term banking deposits.	Finance Office	Financial Operations Accountant.	Financial Operations Accountant	Senior DCU Accountant	Finance Office
3.8	All other financial agreements.	Finance Office	Director of Finance.	Director of Finance	1) Financial Controller or 2) Financial Operations Accountant	Finance Office

4. Campus Subsidiary Companies / Spin-out Companies (under Invent DCU Ltd)

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
Please note: Where matters refer to a company that was a spin-out of the University and the University has equity stake in the company, all matters listed below should be referred to Invent DCU Ltd. All other company matters should be referred to DCU Finance.						
4.1	Initial subsidiary company formation documents e.g. - Shareholder agreements - Memo & Articles of Association etc.	Finance Office or Invent DCU Ltd (as applicable).	1) Governing Authority & 2) DCU Legal Advisors	Director of Finance or Director of Innovation (as applicable).	None	Finance Office or Invent DCU Ltd (as applicable).
4.2	Establishment of a University Spin-Out Company, where DCU takes an equity stake in the company.	Invent DCU Ltd	Board of Invent DCU Ltd.	Director of Innovation	Vice-President for Research and Innovation.	Invent DCU Ltd
4.3	Subsequent modifications to subsidiary company documents.	Finance Office	1) Governing Authority & 2) DCU Legal Advisors	Director of Finance or Director of Innovation (as applicable).	None	Finance Office or Invent DCU Ltd (as applicable).
4.4	Incubation Centre occupation agreements / licences to utilise space.	Invent DCU Ltd	DCU Legal Advisors	Director of Innovation	None	Invent DCU Ltd
4.5	Disposal of company assets on liquidation or winding up of the company where their market value is less than €150,000.	Finance Office or Invent DCU Ltd (as applicable)	1) Company Board & 2) DCU Legal Advisors	Director of Finance or Director of Innovation (as applicable).	None	Finance Office or Invent DCU Ltd (as applicable).

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
4.6	Disposal of company assets on liquidation or winding up of the company where their market value is equal to, or greater than, €150,000.	Finance Office or Invent DCU Ltd (as applicable)	1) Governing Authority & 2) DCU Legal Advisors	Director of Finance or Director of Innovation (as applicable).	None	Finance Office or Invent DCU Ltd (as applicable).
4.7	Waiver of Pre-emption Rights (e.g. the first option to buy newly issued shares)..	Finance Office or Invent DCU Ltd (as applicable)	Director of Innovation	Director of Finance or Director of Innovation (as applicable).	None	Finance Office or Invent DCU Ltd (as applicable).

5. Concessions on Campus

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
5.1	Provision of banking services.	Finance Office	1) Governing Authority & 2) DCU Legal Advisors.	1) Director of Finance & 2) Chief Operations Officer.	None	Finance Office & Copy to Office of the Chief Operations Officer.
5.2	Agreement for provision of retail services.	Office of the Chief Operations Officer	1) Executive & 2) DCU Legal Advisors.	Chief Operations Officer.	None	Office of the Chief Operations Officer.

5.3	Agreement for services provided by medical clinicians.	Student Support & Development	1) Finance Office (Procurement) & 2) Chief Operations Officer.	Director of Student Support & Development.	None	Health Centre & Copy to the Procurement Office (if applicable).
5.4	Any agreement covering access to DCU property or infrastructure for commercial purposes not already covered under refs 5.1, 5.2 and 5.3 above.	Office of the Chief Operations Officer	1) Executive & 2) DCU Legal Advisors.	Chief Operations Officer.	None	Office of the Chief Operations Officer.

6. Consolidated Financial Statements

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
6.1	Statement of Governing Authority's responsibilities.	Finance Office	1) Governing Authority & 2) Audit Committee	1) President & 2) Chancellor	None	Finance Office
6.2	Statement of Governance and Internal Control.	Finance Office	1) Governing Authority & 2) Audit Committee	1) President & 2) Chancellor	None	Finance Office
6.3	Consolidated Income & Expenditure Account.	Finance Office	1) Governing Authority & 2) Audit Committee	1) President & 2) Chancellor	None	Finance Office
6.4	Consolidated Balance Sheet.	Finance Office	1) Governing Authority & 2) Audit Committee	1) President & 2) Chancellor	None	Finance Office
6.5	Letter of Representations in connection with the year-end audit.	Finance Office	1) Governing Authority & 2) Audit Committee.	1) President & 2) Chancellor	None	Finance Office

7. Construction Contracts / works related services including consultancy services

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
7.1	Contract value up to €50,000.	Office of the Chief Operations Officer.	Estates Office Director	Director of Estates	1) Estates Manager or 2) Assistant Estates Manager.	Estates Office (& copy to Procurement Office).
7.2	Contract value is between €50,001 - €1,000,000.	Office of the Chief Operations Officer	1) Chief Operations Officer & 2) Estates Office Director & 3) Procurement Officer (Finance Office) & 4) Governing Authority if value is greater than €750,000.	Chief Operations Officer	Director of Estates	Estates Office (& copy to Procurement Office).
7.3	Contract value is greater than €1,000,000.	Office of the Chief Operations Officer	1) Chief Operations Officer & 2) Estates Office Director & 3) Procurement Officer (Finance Office) & 4) Governing Authority if value is greater than €750,000.	President	Chief Operations Officer	Estates Office (& copy to Procurement Office).

8. Consultancy Contracts which are non - construction in nature & where a DCU unit or unit's staff act as a consultant

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
8.1	Contracts for the provision of services by academic staff of the University to a third party and the total value of the contract (excluding VAT) is less than or equal to €10,000.	All Academic Units	1) Research Support Office & 2) Head of School or Head of Group in the case of the DCU Business School (as applicable). (Note: In all cases a signed DCU Consultancy Approval Form is required & the contract must use the standard DCU pro-forma Consultancy Agreement template and must not include any Intellectual Property Issues).	Faculty Executive Dean	Director of Research Support or Vice-President for Research and Innovation or Vice President for Academic Affairs (Registrar) as appropriate.	Faculty Office (& copy to RIS)

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
8.2	Contracts for the provision of services by non-academic staff of the University to a third party and the total value of the contract (excluding VAT) is less than or equal to €10,000.	All Support Units	Head of Department (Note: In all cases a signed DCU Consultancy Approval Form is required & the contract must use the standard DCU pro-forma Consultancy Agreement template and must not include any Intellectual Property Issues).	Chief Operations Officer	None	Office of the Chief Operations Officer (& copy to RIS).
8.3	Contracts for the provision of services by academic staff of the University to a third party and the total value of the contract (excluding VAT) is greater than €10,000.	All Academic Units	Research & Innovation Support (Note: A signed DCU Consultancy Approval Form is required).	VP for Research & Innovation or Vice President for Academic Affairs (Registrar) as appropriate.	Nominee of VP for Research & Innovation or Nominee of the VP Academic Affairs (Registrar) as appropriate.	Faculty Office (& copy to RIS).
8.4	Contracts for the provision of services by non-academic staff of the University to a third party and the total value of the contract (excluding VAT) is greater than €10,000.	All Support Units	Research & Innovation Support (Note: A signed DCU Consultancy Approval Form is required).	VP for Research & Innovation	Nominee of VP for Research & Innovation	Office of the Chief Operations Officer (& copy to RIS).

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
8.5	<p>Contracts for the provision of services by academic or non-academic staff of the University to a third party where:</p> <p>a) project involves a complex schedule of work <u>or</u></p> <p>b) an alternative contract format (i.e. different to the DCU Pro-Forma Consultancy agreement for amounts up to €10,000) is proposed by the third party <u>or</u></p> <p>c) alternative contract terms & conditions is proposed by the third party <u>or</u></p> <p>c) Where issues of intellectual property are involved.</p>	All Academic & Support Units	Research & Innovation Support (Note: A signed DCU Consultancy Approval Form is required).	VP for Research & Innovation or Vice President for Academic Affairs (Registrar) as appropriate.	Nominee of VP for Research & Innovation or Nominee of the VP for Academic Affairs (Registrar) as appropriate.	Faculty Office or Office of the Chief Operations Officer as appropriate (& copy to RIS).

9. Consultancy Contracts which are non - construction in nature & where a DCU unit engages the consultant

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
9.1	Total value of contract is up to €5,000.	All Academic & Support Units	Senior Management in the School or Support Unit as applicable. (Note: The Director of Innovation is to be consulted if Intellectual Property issues are involved).	For an Academic Unit - Head of School / Faculty For a Support Unit - Head of Support Unit	None	Unit engaging the consultant
9.2	Total value of contract is between €5,001 & €25,000.	All Academic & Support Units.	Academic Unit - Next management level above unit seeking contract i.e. Faculty Management for a School's consultancy contract. Support Unit - Next management level above the unit engaging the consultant . (Note: The Director of Innovation is to be consulted if Intellectual Property issues are involved).	For an Academic Unit - Head of School / Faculty For a Support Unit - Head of Support Unit.	Senior Manager in relevant Academic or Support Unit.	Unit engaging the consultant.

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
9.3	Total value of contract is between €25,001 and €50,000.	All Academic & Support Units	1) Academic Unit - Next management level above unit seeking contract i.e. Faculty Management for a School's consultancy contract. Support Unit - Next management level above the unit engaging the consultant. (Note: The Director of Innovation is to be consulted if Intellectual Property issues are involved) & 2) Procurement Officer.	Academic Unit - Head of School / Faculty Support Unit - Head of Support Unit	None	Unit engaging the consultant
9.4	Total value of contract is greater than €50,000.	All Academic & Support Units.	1) Academic Unit - Next management level above unit seeking contract i.e. Faculty Management for a School's consultancy contract. Support Unit - Next management level above the unit engaging the consultant. (Note: The Director of Innovation is to be consulted if Intellectual Property issues are involved) & 2) Procurement Officer & 3) Governing Authority if value of contract is greater than €750,000.	<u>Two signatures required</u> Academic Unit - President & Head of Unit or Support Unit - President & Head of Unit (as appropriate)	<u>Two signatures required</u> Academic Unit - Deputy President & Head of Unit or Support Unit - Deputy President & Head of Unit (as appropriate).	Unit engaging the consultant

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
9.5	All contracts for consultancy where the services are requested by an SFI Funded Centre and/or services relating to research.	Research Support Office	Director of Research Support.	Director of Research Support	Vice-President for Research and Innovation.	Research Support Office.

10. Employment Contracts

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
10.1	Appointment of the President.	Human Resources Office	1) University Chancellor acting on behalf of Governing Authority & 2) Human Resources Office.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
10.2	Appointment to any permanent post (other than post of President).	Human Resources Office	1) Budget Committee & 4) DCU Executive & 5) Human Resources Office.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
10.3	Appointment of fixed term contract staff for a period less than one year.	Human Resources Office	1) Finance Office & 2) Human Resources Office	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
10.4	Appointment of fixed term contract staff for a period exceeding one year.	Human Resources Office	1) Budget Committee & 2) DCU Executive & 3) Human Resources Office & 4) Finance Office for externally funded projects.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
10.5	Hourly / occasional staff – teaching.	All Academic Units & Human Resources Office.	1) Head of School & 2) Human Resources Office & 3) Finance Office	Director of Human Resources	Human Resources Manager / Officer.	Human Resources Office & copy held by Academic Unit.
10.6	Hourly / occasional staff – support.	All Support Units & Human Resources Office.	1) Head of Unit & 2) Human Resources Office	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office & copy held by Support Unit.
10.7	Contract for promotions up to, but excluding, Senior Lecturer level, resulting from internal academic promotions process.	Human Resources Office	1) Academic Promotions Committee & 2) President & 3) Human Resources Office	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
10.10	Contract for promotions to Senior Lecturer Level & above, resulting from internal academic promotions process.	Human Resources Office	1) Academic Promotions Committee & 2) Governing Authority & 3) Human Resources Office.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office

11. Employment Documentation

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
11.1	General pension administration correspondence i.e. transfers, provisional statements of benefits, purchase of added years quotes etc.	Human Resources Office	N/a	Human Resources Manager / Officer	Pension Administrator	Human Resources Office
11.2	Local collective pay agreements	Human Resources Office	Senior Management Group	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
11.3	Secondment agreements (both to and from the University) - academic positions.	All Academic Units & Human Resources Office.	1) Head of School & 2) Dean of Faculty	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
11.4	Secondment agreements (both to and from the University) - administrative positions.	All Academic & Support Units & Human Resources Office.	Head of Department	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
11.5	Sabbatical leave	All Academic & Support Units.	Approval by relevant Head or Executive Dean and a Finance Office Manager. Final approval is given by Director of Human Resources.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
11.6	Statutory leave arrangements correspondence e.g. maternity leave, parental leave.	All Academic & Support Units.	Relevant manager is to be notified of arrangement.	Human Resources Manager / Officer	HR Statutory Leave Administrators	Human Resources Office
11.7	All other employment contract arrangements including leave of absence, job share, reduced hours etc.	All Academic & Support Units	Leave arrangement applications will have been approved by the relevant Head of Department in the first instance.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
11.8	Final written warning to staff.	Human Resources Office	Review with relevant Head of Department.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
11.9	Notice of dismissal from employment.	Human Resources Office	Review with relevant Head of Department. Final decision to be taken by President.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
11.10	Heads of agreement, Start-Up Fund agreement (Strategic appointment). Specific Heads of agreement document; detailed letter of offer/appointment and/or supplement to employment contract.	Human Resources Office	1) Dean of Faculty & 2) Director of Human Resources & 3) Director of Finance & 4) President.	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office

12. Equipment Leases

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
12.1	Leases up to €25,000 - for the life of the lease.	All Academic & Support Units	Finance Office	Financial Controller	Financial Operations Accountant	Finance Office (& copy held within Unit office).
12.2	Leases between €25,000 - €50,000 for the life of the lease.	All Academic & Support Units	1) Finance Office & 2) Procurement Officer	Financial Controller	Financial Operations Accountant	Finance Office (& copy held within Unit office & copy to Procurement Office).
12.3	Leases over €50,000 for the life of the lease.	All Academic & Support Units	1) Finance Office & 2) Procurement Officer & 3) Governing Authority if value of lease is greater than €750,000.	Director of Finance	None	Finance Office (& copy held within Unit office & copy to Procurement Office).

13. Funding Agreements (Non-Research)

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
13.1	Non-research related proposals, applications and contracts for funding from funding agencies for amounts up to €250,000.	All Academic & Support Units	For an academic unit – Dean and the relevant unit of academic affairs depending upon the nature of commitment or For a support unit - Member of the SMG responsible for the unit.	Head of Unit	None	Unit Office
13.2	Non-research related proposals, applications and contracts for funding from funding agencies for amounts greater than €250,000.	All Academic & Support Units	For an academic unit – Dean and the relevant unit of academic affairs depending upon the nature of commitment. For a support unit - Member of the SMG responsible for the unit.	Relevant member of Senior Management Group to which the unit reports.	None	Unit Office

14. Gift & Endowment Agreements

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
14.1	Monetary donations, bequests, endowment fund agreements for academic, research or capital purposes - where DCU is the receiving entity.	Office of the Chief Operations Officer	1) Chief Operations Officer & 2) Director of Finance	Chief Operations Officer	None	Office of the Chief Operations Officer
14.2	Monetary donations, bequests, endowment fund agreements for academic, research or capital purposes - received via the DCU Educational Trust.	Office of the Chief Operations Officer	1) Chief Operations Officer & 2) Director of Finance	Chief Operations Officer	None	Office of the Chief Operations Officer
14.3	The establishment of a Trust.	President's Office	Governing Authority	President	Deputy President	President's Office
14.4	Non-monetary donations and gifts (e.g. research equipment).	All Academic Units	Dean of Faculty	Head of School	Faculty Manager	Faculty Office

15. Income Related Contracts

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
15.1	Conference Contracts where: 1) the University acts as either the primary or co-signatory on a conference contract & 2) it is provided either on or off campus & 3) the conference is organized by a conference umbrella body & 4) Contract value is less than €50,000.	All Academic Units & Support Units	1) For an academic unit - Dean or for a support unit - Member of the SMG responsible for the unit & 2) Finance Office & 3) Chief Operations Officer.	Head of Unit	None	Unit Office
15.1.1	Conference Contracts where: 1) the University acts as either the primary or co-signatory on a conference contract & 2) it is provided either on or off campus & 3) the conference is organized by a conference umbrella body & 4) Contract value is greater than €50,000.	All Academic Units & Support Units	1) For an academic unit - Dean or for a support unit - Member of the SMG responsible for the unit & 2) Finance Office & 3) Chief Operations Officer.	Relevant member of the Senior Management Group to which the unit reports.	None	Unit Office
15.1.2	Conference Contracts where: 1) the University acts as either the primary or co-signatory on a conference contract & 2) it is provided either on or off campus & 3) the conference is organized by a professional conference organizer & 4) contract value is less than €50,000.	All Academic Units & Support Units	1) For an academic unit - Dean or for a support unit - Member of the SMG responsible for the unit & 2) Finance Office & 3) Chief Operations Officer.	Head of Unit	None	Unit Office

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
15.1.3	Conference Contracts where 1) the University acts as either the primary or co-signatory on a conference contract & 2) it is provided either on or off campus & 3) the conference is organized by a professional conference organizer & 4) contract value is greater than €50,000.	All Academic Units & Support Units	1) For an academic unit - Dean or for a support unit - Member of the SMG responsible for the unit & 2) Finance Office & 3) Chief Operations Officer.	Relevant member of the Senior Management Group to which the unit reports.	None	Unit Office
15.2	Any agreement for the sale or disposal of assets (not-Property/land) for a consideration of less than €150,000.	All Academic Units & Support Units	Director of Finance	Financial Operations Accountant	None	Finance Office
15.2.1	Any agreement for the sale or disposal of assets (not-Property/land) for a consideration of €150,000 or more.	All Academic Units & Support Units	Governing Authority	1) Chief Operations Officer & 2) Director of Finance	None	President's Office

16. Insurance & Legal

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
16.1	Agreement for insurance policies and cover.	Finance Office	The majority of insurance costs by value are reviewed by the Joint University Collaborative Group in consultation with Insurance Broker.	Financial Operations Accountant	None	Finance Office
16.2	Agreement regarding settlement of a legal case under an insurance policy.	Finance Office	DCU Insurance Broker	Financial Operations Accountant	Financial Controller	Finance Office
16.3	Settlement agreements: i.e. any document that settles a legal claim against the University (excluding insurance claim documentation).	Office of the Chief Operations Officer	Senior Management Group	Chief Operations Officer	None	Office of the Chief Operations Officer.
16.4	Affidavits	All units	Chief Operations Officer	As required by the affidavit after review by COO.	None	Office of the Chief Operations Officer.
16.5	Settlement agreements arising from employment law cases.	1) Human Resources Office & 2) Office of the Chief Operations Officer.	Senior Management Group	Director of Human Resources	Human Resources Manager / Officer	Human Resources Office
16.6	Contracts for the provision of legal services to University.	Office of the Chief Operations Officer.	1) Governing Authority & 2) Audit Committee	Chief Operations Officer	None	Office of the Chief Operations Officer

17. International Office Documentation

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
17.1	Documentation setting out fees applicable to certain categories of students: - Fee status / category assessment decisions - Decisions made following a simple / initial appeal.	International Office	Not Applicable	Manager in International Office	Head of International Office	International Office
17.2	Documentation setting out fees applicable to certain categories of students: - Decisions made following a further appeal.	International Office	Not Applicable	Head of International Office	None	International Office
17.3	US Federal Loans - Loan requests / loan agreements - Loan approval letters - Student progress reports - Loan deferrals - Loan agreements between DCU and US Government Departments.	International Office	Not Applicable	Manager in International Office	Head of International Office	International Office
17.4	US Federal Loans - Eligibility certificate.	International Office	Director of the International Office	President	None	International Office
17.5	US Federal Loans - Compliance audit documentation / assertion letter.	International Office	DCU External Auditors	President	None	International Office

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
17.6	Documentation for International students - Offer letters - Payment receipts for visa application - Visa support letters - Certificates of enrolment - Enrolment letters for GNIB - Enrolment letters for bank - Enrolment letters for PPS - Work availability letter - Third level graduate scheme support letter - Completion verification documentation.	International Office	International Office (All signed documents listed must use the template for the document approved by the International Office)	Manager in the International Office.	None	International Office
17.7	Overseas offices contracts - Lease or purchase of property.	International Office	1) Office of External & Strategic Affairs & 2) Director of Finance or nominee & 3) Chief Operations Officer.	1) VP External & Strategic Affairs & 2) Director of Finance.	None	International Office
17.8	Agency agreements - where an external agent promotes or acts on behalf of the International Office.	International Office	Director of the International Office	Director of the International Office	None	International Office

18. Letters of Intent, Memorandums of Understanding, Memorandums of Agreement

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
18.1	Documents under this heading will be finalized by the office of the Vice President for External & Strategic Affairs.					

19. Miscellaneous

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
19.1	Any agreement for the transfer or sharing of personal data with a party external to the university.	All Academic & Support Units	University Data Protection Officer	Member of the SMG responsible for the DCU unit processing the data.	Head of Unit	Unit involved & Copy to Data Protection Officer
19.2	Academic related communications to current or past students - Transcript of Training for nursing graduates seeking registration abroad.	Faculty of Science & Health	Not Applicable	Programme Chairperson (Co-ordinator)	Pathway leader (General, Mental Health etc.); Allocations Officer	Faculty Office

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
19.3	Academic-related communications to current or past students - Offer of Exit Award to nursing students who have successfully completed required theory modules but who have not successfully completed practice modules and cannot therefore practice as Nurses.	Faculty of Science & Health	Not Applicable	Programme Chairperson (Co-ordinator)	Not Applicable	School & Faculty Offices
19.4	Agreements for live animal purchases or sales.	Biological Resources Unit	Not Applicable	Chief Technical Officer - Bio Resources Unit	None	Biological Resources Unit
19.5	Sealing of documents: Application of the University seal to contracts and other legal agreements and instruments.	Office of the Chief Operations Officer	Chief Operations Officer	Chief Operations Officer	None	Office of the Chief Operations Officer
19.6	Postgraduate student letters on behalf of the University.	Graduate Studies Office	None	GSO Research Administrator	None	Graduate Studies Office
19.8	SSL Certificates (Secure Sockets Layer), miscellaneous software / hardware licence agreements.	ISS	Not Applicable	Appropriate Team Manager in ISS	Appropriate Team Leads in ISS	ISS
19.9	Domain name registrations.	ISS	DCU Executive	Director of ISS	None	ISS
19.10	Online purchase of centrally provided (i.e. ISS) cloud based services.	ISS	Director of ISS	Director of ISS	None	ISS
19.11	Audit engagement letter - for provision of audit services related to University Financial Statements.	Finance Office	1) Governing Authority & 2) Audit Committee	President	Deputy President	Finance Office

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
19.12	Agency agreements - where an external agent promotes or acts on behalf of the DCU Estates Office.	Estates Office	Chief Operations Officer	Director of Estates	Chief Operations Officer	Estates Office
19.13	Agreement for the acquisition of collections.	Library	Director of Library Services	Sub Librarian - Collections and Systems Services	Acquisitions Librarian	Library
19.14	Consortial agreement for the acquisition of information resources and complementary products for resale.	Library	Director of Library Services	Director of Library Services	1) Head of Collections and Systems Services 2) Acquisition Librarian (books and electronic books). 3) Periodicals and E-resource Librarian (e-resources and periodicals).	Library

20. Purchasing – Departmental (Excluding Construction and Consultancy)

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
20.1	Contracts (not invoices) for goods, services and equipment purchases up to €5,000.	All Academic & Support Units	Budget Holder	Budget Holder	None	Unit managing the purchase

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
20.2	Contracts (not invoices) for goods, services and equipment purchases between €5,001 & €25,000.	All Academic & Support Units	Senior Management in the Academic or Support Unit as applicable.	Budget Holder	None	Unit managing the purchase
20.3	Contracts (not invoices) for goods, services and equipment purchases between €25,001 & €50,000.	All Academic & Support Units	1) Procurement Officer (Finance Office) & 2) Senior Management in the School or Support Unit as applicable.	Senior Manager in academic or support unit as applicable.	None	Unit managing the purchase
20.4	Contracts (not invoices) for goods, services and equipment purchases between €50,001 & €75,000.	All Academic & Support Units	1) Procurement Officer (Finance Office) & 2) Senior Management in the School or Support Unit as applicable.	Member of the Senior Management Group	None	Unit managing the purchase
20.5	Contracts (not invoices) for goods, services and equipment purchases between than €75,001 & €250,000.	All Academic & Support Units	1) Procurement Officer (Finance Office) & 2) Senior Management in the School or Support Unit as applicable.	Deputy President	Chief Operations Officer	Unit managing the purchase
20.6	Contracts (not invoices) for goods, services and equipment purchases greater than €250,001.	All Academic & Support Units	1) Procurement Officer (Finance Office) & 2) Senior Management Group & 3) Governing Authority if value of contract is greater than €750,000.	President	Deputy President or Chief Operations Officer	Unit managing the purchase

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
20.7	Building maintenance agreements & associated service level agreements for goods or services provided with an annual value up to €1,000,000.	All Academic & Support Units	1) Estates Manager or the Assistant Estates Manager & 2) Procurement Officer (Finance Office) if value greater than €25,000 & 3) Governing Authority if value is greater than €750,000.	Director of Estates	Estates Manager or Assistant Estates Manager	Unit managing the purchase
20.8	Building maintenance agreements & associated service level agreements for goods or services provided with an annual value greater than €1,000,000.	All Academic & Support Units	1) Estates Manager or the Assistant Estates Manager & 2) Procurement Officer (Finance Office) if value greater than €25,000 & 3) Governing Authority if value is greater than €750,000.	Chief Operations Officer	Director of Estates	Unit managing the purchase

21. Purchasing - Research

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
21.1	Contracts (not invoices) for goods, services and equipment purchases up to €5,000.	All Academic Units	Principal Investigator	Principal Investigator	Head of School	School Office
21.2	Contracts (not invoices) for goods, services and equipment purchases between €5,001 & €25,000.	All Academic Units	1) Senior Management in the Academic Unit as applicable & 2) Fund provider if required under fund agreement.	Head of School	None	Unit Office
21.3	Contracts (not invoices) for goods, services and equipment purchases between €25,001 & €50,000.	All Academic Units	1) Procurement Officer (Finance Office) & 2) Senior Management in the Academic Unit as applicable & 3) Fund provider if required under fund agreement.	Head of School	None	Unit Office
21.4	Contracts (not invoices) for goods, services and equipment purchases greater than €50,001.	All Academic Units	1) Procurement Officer (Finance Office) & 2) Senior Management in the Academic Unit as applicable & 3) Fund provider if required under fund agreement & 4) Governing Authority if value is greater than €750,000.	Dean of Faculty	None	Faculty Office

22. Registry Documentation

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
22.1	Student registration letters to government departments, agencies, employers and banks.	Registry	Must use the standard templates drafted and approved by members of the Registry management team.	Managers in Registry Office	Director of Registry	Registry
22.2	Appointment letters for University External Examiners.	Registry	1) Graduate Studies Board & 2) University Standards Committee.	Awards Officer in Registry	None	Registry
22.3	IT licensing and service agreements.	Registry (& ISS in some instances)	Registry Management Team and ISS in some instances.	Managers in Registry Office	Director of Registry	Registry
22.4	Student Garda vetting documentation.	Registry	By senior Registry Management - only if there is a disclosure.	Senior Administrative Assistant - Registry	Director of Registry	Registry
22.5	Transcripts of student results.	Registry	Results will already have been approved by Progression & Award Boards or Faculty Research Award Boards.	Director of Registry	None	Registry
22.6	Parchments.	Registry	Results will already have been approved by Progression & Award Boards or Faculty Research Award Boards.	President	VP Academic Affairs (Registrar)	Held by recipient
22.7	Admission postgraduate offers by letter.	Registry	Programme Chairperson	Senior Enrolment Co-ordinator	None	Held by recipient

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
22.8	Admission undergraduate offers by letter.	Registry	Deans / Programme Chairperson	Registry Admissions Officer	None	Held by recipient
22.9	Admission direct offers to international students by letter.	Registry & International Office	1) Programme Chairperson & 2) International Office.	Registry Admissions Officer	Senior / Deputy Enrolment Officer	Held by recipient
22.10	1st year students - invitation to register by letter.	Registry	Not Applicable	Registry Admissions Officer	None	Held by recipient
22.11	External examiner expense claims.	Registry	Registry Admin Staff	Director of Registry	1) Student Enrolment Officer or 2) Student Awards Manager	Registry

23. Research & Intellectual Property Contracts

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
23.1	Application for research funding.	All Academic Units	1) Research Support Services (& IP Team in Invent if applicable) & 2) Finance Office & 3) Budget Holder / Principal Investigator & 4) The relevant unit of academic affairs depending upon the nature of commitment.	Director of Research Support	VP of Research & Innovation or Director of Innovation.	Research Support Services
23.2	Grant / research contracts.	All Academic Units	1) Research Support Services (& IP Team in Invent if applicable) & 2) Finance Office & 3) Budget Holder / Principal Investigator.	Director of Research Support	VP of Research & Innovation or Director of Innovation.	Research Support Services

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
23.3	Consortium agreements.	All Academic Units	1) DCU Executive & 2) Research Support Services (& IP Team in Invent if applicable) & 3) Finance & 4) Budget Holder / Principal Investigator.	Director of Research Support	VP of Research & Innovation.	President's Office or Research Support Services
23.4	Propriety rights and associated documentation from inventions e.g. assignment agreements, powers of attorney etc.	Invent DCU Ltd	Invent DCU Ltd	Director of Innovation	VP of Research & Innovation	Invent DCU Ltd
23.5	Licence / options to license to make use or sell the product of an invention (including sub-licensing).	Invent DCU Ltd	1) Invent DCU Ltd & 2) Research Support Services & 3) Finance Office & 4) Budget Holder / Principal Investigator.	Director of Innovation	VP of Research & Innovation	Invent DCU Ltd
23.6	Patent ownership - assignment to a third party.	Invent DCU Ltd	Invent DCU Ltd	Director of Innovation	VP of Research & Innovation.	Invent DCU Ltd
23.7	Material transfer agreements.	Invent DCU Ltd	Invent DCU Ltd	Director of Innovation	1) VP of Research & Innovation or 2) Director of Research Support.	Invent DCU Ltd

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
23.8	Confidentiality agreements relating to Intellectual Property.	Invent DCU Ltd	Invent DCU Ltd	Director of Innovation	IP Operations Manager or Director of Research Support.	Invent DCU Ltd
23.9	Researcher undertakings regarding confidentiality.	Invent DCU Ltd	Invent DCU Ltd	Director of Innovation	IP Operations Manager or Director of Research Support.	Invent DCU Ltd
23.10	Joint Ownership Management agreements.	Invent DCU Ltd	Invent DCU Ltd	Director of Innovation	Director of Research Support	Invent DCU Ltd
23.11	Agreements for the creation or dissolution of research centres or research institutes.	All Academic Units	President	Director of Research Support	VP Research & Innovation	Research Support Services
23.12	Other technology transfer and industrial interaction related matters.	All Academic Units	Invent DCU Ltd	Director of Innovation	1) VP of Research & Innovation or 2) Director of Research Support.	Invent DCU Ltd
23.13	Transfer of research assets to other parties.	Research Support Services	After consultation with Head of School or Centre Director.	Director of Research Support	VP of Research & Innovation	Research Support Services

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
23.14	Transfer of research contracts from / to other institutions and related documentation.	Research Support Services	Research Support Services (& IP Team in Invent if applicable)	Director of Research Support	VP of Research & Innovation	Research Support Services
23.15	Research contract with an industry partner.	Research Support Services	1) Research Support Services (& IP Team in Invent if applicable) & 2) Finance Office & 3) Budget Holder / Principal Investigator.	Director of Research Support	1) VP of Research & Innovation or 2) Director of Research Support	Research Support Services

24. Revenue Returns

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
24.1	Intrastat returns (details of DCU trade, both imports & exports with intra community suppliers & customers) - prepared by Multi Cargo Ltd on DCU's behalf.	Finance Office	Financial Operations Accountant	Financial Operations Accountant	None	Finance Office

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
24.2	PAYE / PRSI / USC - monthly (P30) and annual returns (P35).	Finance Office - Payroll Section	Payroll Manager	Payroll Administrator responsible for ROS processing.	N/a	Finance Office - Payroll Section
24.3	Professional Services Withholding Tax - monthly return (F30) and annual return (F35).	Finance Office	Financial Operations Accountant	Finance Office Staff Responsible for ROS processing.	N/a	Finance Office
24.4	VAT Return - Bi-monthly (VAT 3).	Finance Office	Financial Operations Accountant	Finance Office Staff Responsible for ROS processing.	N/a	Finance Office
24.5	VAT Return - annual return of trading details.	Finance Office	Financial Operations Accountant	Financial Operations Accountant using ROS login.	N/a	Finance Office
24.6	Annual return of 3rd party information - Form 46G.	Finance Office	Financial Operations Accountant	Financial Operations Accountant using ROS login.	N/a	Finance Office
24.7	Returns to Revenue in relation to payments to students under the studentship concession.	Graduate Studies Office	Dean of Graduate Studies	Dean of Graduate Studies	None	Graduate Studies Office

25. Scholarships

Ref	Description of Document	Unit(s) Responsible	<u>Review Steps</u> Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
25.1	Endorsing Irish Research Council (IRC) postgraduate fellowship applications on behalf of the University.	Graduate Studies Office	GSO scholarship administrator	Dean of Graduate Studies	Research Administrator in GSO	Graduate Studies Office (on the IRC System)
25.2	Terms and conditions agreements with external funder for directly funded student fellowships (e.g. IRC)	Graduate Studies Office	GSO scholarship administrator	Dean of Graduate Studies	Director Research Support Services	Graduate Studies Office
25.3	Agreements with external research funder which encompass funding for scholarships	All Academic Units	Research Support Services or Academic Affairs depending on student type and context.	Director of Research Support or Dean of Graduate Studies or Dean of Teaching and Learning	VP of Research & Innovation Or VP Academic Affairs	Research Support Services or Graduate Studies Office
25.4	Letters of offers of research student scholarships funded from internal budgets	All Academic Units & Graduate Studies Office	Depends on scholarships scheme. All offers should be subject to meeting academic entry or progress criteria.	Budget holder: PI or Head of School for School/ Group funded scholarships; Chair / Secretary of Faculty Research Committee for Faculty specific scheme; Dean of Graduate Studies for university level schemes.	None	Unit of signatory.

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
25.5	Terms and conditions agreements for research student scholarships funded from internal budgets	All Academic Units & Graduate Studies Office	Faculty research administrator or GSO scholarship administrator	Budget holder: PI or Head of School for School/ Group funded scholarships; Chair / Secretary of Faculty Research Committee for Faculty specific scheme; Dean of Graduate Studies for university level schemes.	None	Unit of signatory.
25.6	Approval for postgraduate research travel grant payments (internal scheme).	Graduate Studies Office	GSO travel grant scheme administrator	Research Administrator in GSO	None	Graduate Studies Office
25.7	Approval for stipend payments to research students	All Academic Units & Graduate Studies	Faculty Office and GSO stipend administrator	Budget holder	Research Administrator in GSO	Graduate Studies Office
25.8	Student progress reports shared by DCU with external government (Non-Irish) funding agencies.	International Office	Not Applicable, but subject to student permission having been given in accepting funding..	Head of International Office	Manager in International Office	International Office
25.9	Student progress reports shared with other external funding or partner agencies.	All Academic Units	Not Applicable, but subject to student permission having been given in accepting funding of engaging with the scheme.	Research Supervisor or Head of School or Programme Chair	Dean of Graduate Studies or Dean of Teaching and Learning	Unit of signatory.


26. Subsidiary / Joint Ventures

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
26.1	Acquisition or creation of a wholly owned subsidiary company.	Office of the Chief Operations Officer	Governing Authority	Chief Operations Officer	Director of Finance	Office of the Chief Operations Officer
26.2	Sealing of documents on behalf of a subsidiary company.	Office of the Chief Operations Officer	Chief Operations Officer	Chief Operations Officer	None	Office of the Chief Operations Officer
26.3	100% wholly owned subsidiary documents to be signed on behalf of the shareholder (DCU).	Office of the Chief Operations Officer	Chief Operations Officer	Chief Operations Officer	Director of Finance	Office of the Chief Operations Officer
26.4	Contracts signed on behalf of a subsidiary company.	Office of the Chief Operations Officer	1) Company Board & 2) Chief Operations Officer	Chief Operations Officer	None	Office of the Chief Operations Officer
26.5	Disposal of a subsidiary or joint venture company.	Office of the Chief Operations Officer	1) Company Board & 2) Chief Operations Officer	Chief Operations Officer	None	Office of the Chief Operations Officer

27. Supply of Utilities – Contracts or Agreements

Ref	Description of Document	Unit(s) Responsible	Review Steps Document to be reviewed & recommended for approval, prior to signing, by	Primary signatory	Delegated or alternative signatory	Location where final signed document is to be held
27.1	All utility contracts.	Estates Office	Procurement Office if the value is greater than €25,000.	Director of Estates	Chief Operations Officer	Estates Office (& Procurement Office if applicable)
27.2	Review of existing contracts.	Estates Office	Procurement Office if the value is greater than €25,000.	Director of Estates	Chief Operations Officer	Estates Office (& Procurement Office if applicable)

Version Control

Document Name	Signing Authority Policy	
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