

WVUF Corporate & Foundation Relations - Standard Operating Procedure

Signatory Process

Updated: November 25, 2025

Purpose: Outline the process when a signature is needed for a Grant/Gift award letter or agreement to be accepted by the West Virginia University Foundation (WVUF).

Scope: Procedure applies to the Corporate and Foundation Relations (CFR) Team, Principal Investigators (PIs), development officers, and unit business officer following the notification of an external grant award.

Definitions: **CFR Team** – Corporate and Foundation Relations team within WVUF responsible for managing relationships and applications with external foundations and corporations; **Principal Investigator (PI)** – lead researcher or project manager for a grant-funded project; **Development Officer (DO)** – director of development responsible for leading and executing fundraising and donor relations efforts specifically for a particular college, school, clinical unit within the university or health system; **Unit Business Officer** – individual managing finances for a specific unit, specifically its operating budget, payroll, and research accounts; **Director of CFR Operations and Support** – central operations Director for WVUF's Corporate and Foundation Relations (CFR) team responsible for the efficient, compliant, and documented flow of all CFR activities.

*Refer to the **Grant Acceptance and Initiation SOP** for details regarding the review process.*

Once approved for execution, the following applies:

WVUF Board-Approved Signatory Levels

- Awards \$250,000 and above will be signed by the WVUF President and Chief Executive Officer; in their absence they will be signed by the WVUF Senior Vice President and Chief Development Officer.
- Awards under \$250,000 will be signed by the WVUF Senior Vice President and Chief Development Officer unless the WVUF President's signature is specified or the donor relationship requires.

If a Financial Officer is required:

- Payment instructions and related documentation will be signed by the WVUF Chief Financial Officer and Treasurer.

Documents and electronic instructions for payment, grant review and gift acceptance, and the signatory process itself will be managed by the WVUF Director of CFR Operations and Support and the CRF team from receipt to execution and filing.