AUTHORIZED REPRESENTATIVE CERTIFICATION EXAMPLE

Authorized Representative certification statement is required when an independent consultant/contractor chooses to use their own Institutional letterhead and email address or proposed with the Institution of Higher Education’s credentials. An example is below:

[**Date**]

Office of Sponsored Programs

The University of North Carolina at Chapel Hill

104 Airport Drive, Suite 2200, CB135 0 Chapel Hill, NC 27599-1350

Subject: Independent Consultant Certification Statement

Dear UNC-CH’s Office of Sponsored Programs,

As an Authorized Representative, I hereby certify that [**Name of Consultant**] may serve as a consultant on the project titled, “[**Project Title**],” and will be using Institutional resources in performing their assigned scope of work. This engagement does not constitute itself as a subrecipient relationship.

Sincerely,

[**Signature**]

[**Name of Authorized Representative]**

[**Title of Authorized Representative**]

Presented at the 2020 UNC SYMPOSIUM FOR RESEARCH ADMINISTRATORS