

Research bids and awards: list of authorised school signatories for internal approval forms

Jun 2024						
DECLARATION FORMS (Bids/Applications)			INTERNAL AWARD ACCEPTANCE FORM			
SCHOOL	AUTHORISED SIGNATORY (bids)	ALTERNATE SIGNATORY (bids)	AUTHORISED SIGNATORY (awards)	ALTERNATE SIGNATORY (awards)	TECHNICAL SERVICES MANAGER	FINANCE MANAGERS
MEDIA, ARTS, & HUMANITIES	Interim Provost Keith Jones (if applicant is Dean / HoS)					
MAH	Lizzie Thynne (DRKE)	Matthew Dimmock (Associate Dean for Research)	Lizzie Thynne (DRKE)	Matthew Dimmock (Associate Dean for Research)	N/A	Steve Crossman (Chris Chaplin/Kevin Pierson in absence)
Library	Jane Harvell (Director of Library Services and University Librarian)	N/A	Jane Harvell (Director of Library Services and University Librarian)	N/A	N/A	Finance for Professional Services (rt-finance-servicedesk@sussex.ac.uk) (FBP is Lisa Savage)
ACCA					N/A	
SCLS					N/A	
SCIENCE	Interim Provost Keith Jones (if applicant is Dean / HoS)					
Psychology	Alison Pike (HoS)	In HoS absence: Jamie Ward (Dep HoS) John Drury (DRKE)	Alison Pike (HoS)	In HoS absence: Jamie Ward (Dep HoS) John Drury (DRKE)	Robert Fowler - Signatory for Technical Services* * ONLY for : non-human animals / JMS lab use / human tissue specimens In Robert Fowler's absence with short deadline - Andy Cunningham	Chris Chaplin (Sue Chapman/Kevin Pierson in absence)
Mathematical & Physical Sciences	Vanessa Styles (HoS)	Andrea Banfi (DRKE) In HoS & DRKE absence: (Maths : Peter Giesl) (Physics: Stephan Huber)	Vanessa Styles (HoS)	Andrea Banfi (DRKE) In HoS & DRKE absence: (Maths: Peter Giesl) (Physics: Stephan Huber)	Cassandra Churchwell (MPS) In Absence, please accept signatures from: Anthony Gibson-Forster (MPS); Antony Earle (MPS)	Chris Chaplin (Sue Chapman/Kevin Pierson in absence)
Engineering & Informatics	Ian Wakeman (HoS)	In HoS absence: George Parisi (DRKE) (In DRKE Absence Eng: Romeo Glovnea, Inf: Ian Mackie)	Ian Wakeman (HoS)	In HoS absence: George Parisi (DRKE) (In DRKE Absence Eng: Romeo Glovnea, Inf: Ian Mackie)	David Tucker (Eng); Chris Sothcott (Inf)	Chris Chaplin (Sue Chapman/Kevin Pierson in absence)
					** HoS as Line Manager to sign if not available.	
Life Sciences (inc Genome)	Michelle West (HoS)	In HoS absence: Miguel Maravall (Dep HoS) Barnaby Greenland (DRKE)	Michelle West (HoS)	In HoS absence: Miguel Maravall (Dep HoS) Barnaby Greenland (DRKE)	Tom Hollin- Technical Services Manager In Tom Hollins absence Robert Fowler - Deputy signatory for Technical Services Manager (ALL)	Chris Chaplin (Sue Chapman/Kevin Pierson in absence)
SOCIAL SCIENCES	Interim Provost Keith Jones (if applicant is Dean / HoS)					
Business School	Paul Nightingale (DRKE) (Debbie Keeling if match funding required)	Debbie Keeling if Debbie Keeling is unavailable please contact Catherine Liston-Heyes	Paul Nightingale (DRKE) (Debbie Keeling if match funding required)	Debbie Keeling if Debbie Keeling is unavailable please contact Catherine Liston-Heyes		Mark Thoms (Chris Chaplin/Kevin Pierson in absence)
Global Studies	Alan Lester (DRKE)	Geert De Neve (HoS)	Alan Lester (DRKE)	Geert De Neve (HoS)	Tim Cane, Lab Director *	
Education and Social Work	Mario Novelli (DRKE) Please also use eswdrake@sussex.ac.uk for approvals emails.	Simon Thompson (HoS) Please also use eswdrake@sussex.ac.uk for approvals emails.	Mario Novelli (DRKE) Please also use eswdrake@sussex.ac.uk for approval emails	Simon Thompson (HoS) Please also use eswdrake@sussex.ac.uk for approvals emails.	N/A	Steve Crossman (Chris Chaplin/Kevin Pierson in absence)
Law, Politics and Sociology	Jo Moran-Ellis (HoS)	Jo Bridgeman (Dep HoS for Research)	Jo Moran-Ellis (HoS)	Jo Bridgeman (Dep HoS for Research)	N/A	Mark Thoms (Chris Chaplin/Kevin Pierson in absence)
					NOTE: * Only lab based projects involving Physical Geographers - Julian Murton, David Robinson, Mick Froggley, Martin Todd.	
MEDICINE	Interim Provost Keith Jones (if applicant is Dean / HoS)					
BSMS	Chris Pepper (DRKE)	Malcolm Reed (Dean)	Chris Pepper (DRKE)	Malcolm Reed (Dean)	Inyaki Pueyo-Marques (in Inyaki's absence with short deadline - Sarah Newbury)	Sue Chapman (Chris Chaplin/Kevin Pierson in absence)
	Gordon Ferns in absence of first and second signatories only		No third signatories for Awards (if both away simultaneously, they will advise who is authorised to accept awards).			
SHORE-C	Chris Pepper (DRKE)	Malcolm Reed (Dean)	Chris Pepper (DRKE)	Malcolm Reed (Dean)	N/A	

Note:

For bids / awards for Heads of Schools/Deans, these must be signed off / authorised by the Provost (Keith Jones as acting Provost)

Delegation of authorised signatories for bids/awards should be from within the School's academic management team, e.g. DRKE/Deputy HoS/Dean or HoD (only for bids within the Dept concerned)