



### Signature Request Process

The Vice Provost for Research, Dr. Meharvan Singh, is Loyola University Chicago's (LUC) Institutional Official for research related matters, including contracts, agreements, letters of support, etc., that relate to research/scholarly projects. Accordingly, Dr. Singh's signature is required for such documents.

After the required reviews and approvals have been completed by the Office of Research Services (LSC or HSC, as applicable) and designated school/department Directors' (as appropriate), requests are routed to the Office of Vice Provost for Research for signature via the designated email address [vprsignaturerequests@luc.edu](mailto:vprsignaturerequests@luc.edu). The documents will not be signed without the proper reviews and approvals being completed. Please note that more information or clarification might be needed before Dr. Singh signs, which may delay the document being signed and returned in a timely manner. Therefore, please be sure to submit your documents for review/approval well in advance of the deadline.

With rare exception, turn-around times are typically the following:

Documents requiring LUC (Dr. Singh) signature ONLY	1-2 business days
Documents requiring LUC and LUMC/LUHS signatures	Up to 7 business days
Documents requiring LUC, LUMC/LUHS and PI signatures	Up to 7-10 business days

Some sponsor agencies may require the documents to be sent to the Institutional Official directly for their signature. In these instances, Dr. Singh's direct email should be provided to the agency to route the document. Dr. Singh should be notified in advance by ORS indicating they have reviewed the document and approve it for signature.

For any questions regarding the signature request process, please contact [Samantha Bynum](#) or [Tina Rutschman](#)