

November 1, 2007

MEMORANDUM

TO: Dr. Imeh Ebong, Assistant Vice President for Research  
Office of Research and Sponsored Programs

FROM: John A. Delaney  
President

SUBJECT: Delegation of Authority for Proposal Review and Submission and for  
Approval of Contracts and Acceptance of Grants

Pursuant to Resolution of the Board of Governors and the State University System of Florida and s. 1001.74(2)(a), the University of North Florida Board of Trustees constitutes the contracting agent of the University.

The Resolution of Presidential Authority adopted by the University of North Florida Board of Trustees of January 26, 2007, and as subsequently revised, grants authority to the University President to approve, execute and administer contracts on behalf of the University of North Florida Board of Trustees, provided such contracts are in conformance with law and regulations of the Board.

For purposes of this delegation, the following definitions apply:

1. Contract and grants of the Sponsored Research Trust Fund (SRTF) are legally binding agreements between one or more institutions and the University of North Florida. They include contracts, cooperative agreements, memorandums of agreements, grants, purchase of service contracts, and purchase orders.
2. The contracts and grants housed within the SRTF are those which provide external support for the utilization of resources of the University for research, technical assistance, instruction for credit or non-credit, and/or training regardless of the external funding source or the University administrative unit responsible for project implementation, excluding student financial aid, student activity fees, and non-Federal contracts and agreements entered into by the Division of Continuing Education and Extension.

Proposal Review and Submission

The Office of Research and Sponsored Programs is the unit responsible for final review and transmittal of proposals for contracts and grants to external agencies.

Effective this date, I hereby delegate to the Assistant Vice President for Research, Office of Research and Sponsored Programs the authority vested in me pursuant to the Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on January 26, 2007 and s. 1004.22, Florida Statutes, to sign and submit proposals to funding sources on behalf of the University.

The Assistant Vice President for Research, is responsible for securing institutional approvals and clearances prior to the submission of proposals for contracts and grants to external funding sources as follows: the Assistant Vice President for Research, may approve contracts for no more than \$250,000, and which have appropriate college approvals; contracts and grants of more than \$250,000 must also be authorized by the appropriate vice president; contracts and grants of \$1,000,000 or more or that exceed two years in length must be further authorized by the President.

#### Contracts and Grants Acceptance

The Office of Research and Sponsored Programs is the unit responsible for reviewing contracts and grants offered to the University and conducting negotiations with the funding agency.

Effective this date, I hereby delegate to the Assistant Vice President for Research, Office of Research and Sponsored Programs, the authority vested in pursuant to the said Resolution on Presidential Authority and s. 1004.22(3), Florida Statutes to execute contracts and grants in accordance with the provisions thereof and any other applicable state law and University rule or policy.

This delegation extends to those instances where the University is utilizing funds from contracts and grants to procure goods and services from another institution or to make awards to another institution in compliance with terms and conditions of the external award document.

This delegation of authority shall remain in effect until revoked by me in writing. Thank you for agreeing to accept this responsibility.