




September 11, 2018

M E M O R A N D U M

TO: Dr. John Kantner, Associate Vice President for Research
Office of Research and Sponsored Programs

FROM: David M. Szymanski, Ph.D. 
President

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

Pursuant to Florida Statutes Section 1001.72(1) and Board of Governors Regulation 1.001, the University of North Florida Board of Trustees is granted the power to contract on behalf of the University.

The Resolution of Presidential Authority adopted by the University of North Florida Board of Trustees of July 16, 2018, grants authority to the University President to approve, execute and administer contracts on behalf of the University of North Florida Board of Trustees.

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, memoranda of agreement, grants, purchase of service contracts, and purchase orders.
2. The contracts and grants housed within the SRTF are those that 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, non-federal contracts, and agreements entered into by the Division of Continuing Education.

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 Associate 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 July 16, 2018 and s. 1004.22, Florida Statutes, to sign and submit proposals to funding sources on behalf of the University.

The Associate Vice President for Research and Sponsored Programs is responsible for securing institutional approvals and clearances prior to the submission of proposals for contracts and grants to external funding sources as follows:

- Contracts and grants that are for no more than \$500,000 may be approved and executed by the Associate Vice President for Research and Sponsored Programs. Contracts and grants that are for more than \$500,000, but less than \$1,000,000 must be approved by the Associate Vice President for Research and Sponsored Programs and approved and executed by the Interim Provost/Vice President for Academic Affairs. Contracts and grants that are for more than \$1,000,000 must be approved and executed by the President.
- The Associate Vice President for Research and Sponsored Programs may further delegate to the Director, Grants and Contract Accounting, approval and signature authority for contracts for no more than \$250,000.

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 Associate Vice President for Research Sponsored Programs the authority vested in me 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 the terms and conditions of the external award document.

This delegation of authority shall supersede all previous delegations from my office on this subject and remain in effect until revoked by me in writing.

Thank you for agreeing to accept this responsibility.