**Delegation of Authority to Execute and Deliver Agreements that Grant an Interest in Intellectual Property:**

**[*Note:*** Rule 10501 and Rule 90101, Sections 15.1 and 15.3, of the Regents' Rules and Regulations cover typical option and license agreements and research contracts with corporate sponsors.

Please note that the template also includes optional language for superseding a prior delegation of authority. Use this optional language if the delegation supersedes one or more existing delegations.**]**

**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_\_\_\_\_

MEMORANDUM

TO: **[Delegate]**

FROM:  **[Delegating Officer]**

SUBJECT: Delegation of Authority to Execute and Deliver **Agreements with Corporate Sponsors and Agreements that Grant an Interest in Intellectual Property**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I appoint you as my delegate to execute and deliver agreements granting an interest in intellectual property on behalf of the Board pursuant to authority granted in Rule 10501 and Rule 90101, Sections 15.1 and 15.3, of the Regents' Rules and Regulations. Additionally, this delegation also covers typical option and license agreements and research contracts with corporate sponsors, as well as non-disclosure agreements and material transfer agreements.

Under Rule 10501, Subsection 2.2.3 of the Regents' Rules, no prior approval by the Board of Regents is required for non-governmental agreements (for example, sponsored research contracts with a corporate sponsor and/or licenses) legal documents, contracts, or institutional support grants, and other conveyances of intellectual property owned or controlled by the Board of Regents as outlined in Rule 90101. All such agreements having a face value of more than $1,000,000 must be reviewed and processed as outlined in UT System Policy 125.

Under Rule 10501, Section 2.1 of the Regents’ Rules, all authority to execute and deliver agreements is subject to the Regents’ Rules and compliance with all applicable laws and special instructions or guidelines issued by the Chancellor, an Executive Vice Chancellor, or the Vice Chancellor and General Counsel. Please ensure that you comply with the Regents' Rules, laws, special instructions and guidelines relevant to this delegation of authority.

Pursuant to Rule 10501, Section 1.4 of the Regents’ Rules, you must maintain necessary and proper records related to all contracts and documents executed and delivered pursuant to this delegated authority. *Please ensure that a copy of each contract and document signed under authority of this delegation* is retained in an appropriate location.

In addition, you must maintain sufficient accounting systems and procedures to assure that contracts (including amendments and renewals) are presented to the Board for approval if required by the Regents’ Rules.

*You are not authorized to further delegate the authority granted to you pursuant to this memorandum.*

***[Optional Language:*** This memorandum supersedes the prior delegation of authority from \_\_\_\_\_\_\_\_\_\_ **[insert primary delegate]** to \_\_\_\_\_\_\_\_\_\_ **[insert secondary delegate]** dated \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ **[insert date of superseded delegation memo]** relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[insert title of superseded delegation memo]**.**]**

cc: Marc Vockell

 Marcella Trant