**Authority to execute and deliver state and federal contracts or proposals for sponsored research (Rule 10501 of the Regents’ Rules):**

**[*Note:***  Rule 10501 of the Regents’ Rules covers contracts such as, but not limited to, state and federal government contracts that do *not* grant to a third party an interest in intellectual property owned or controlled by the Board. Thus, this delegation does *not* cover typical option and license agreements and research contracts with corporate sponsors.

*Please note that this 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 **State and Federal** Contracts or Proposals for Sponsored Research

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

 I appoint you as my delegate to execute and deliver state, federal and other contracts or proposals for sponsored research on behalf of the Board pursuant to authority granted in Rule 10501 of the Regents' Rules and Regulations.

Under Rule 10501, Section 2.1 of the Regents’ Rules, all authority to execute and deliver contracts is subject to the Regents’ Rules and compliance with all applicable laws and special instructions or guidelines issued by the Chancellor, the Deputy 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: Ms. Dana L. Hollingsworth