

Section: Sponsored Programs
Policy Number: 2-3
Policy Name: Delegated Authority
Date: January 1, 2012
Revisions:

I. **PURPOSE**

To allow for consistent use of Delegated Authority sponsored projects within the College of Engineering.

II. **POLICY**

The College of Engineering generally avoids the use of Delegated Authority sponsored projects but when the occasion arises, the University policy 6-14 is followed.

III. **DELEGATED AUTHORITY PROCEDURE AND CAUTIONS**

Faculty who choose to enter into such an agreement must communicate this intent with the CBO point of contact. All communication must be routed through the Research Office for review and must be accompanied by the attached routing slip for proper internal approvals.

No contract should be signed by the faculty member in advance of this communication.

Faculty signatures do not bind the University and therefore are not admissible as the sole signature on a document such as this.

Billing must be handled through the CBO and must be part of the contract.

The College of Engineering Dean's Office Financial staff strongly urges against the use of this mechanism. Instead, the preference is for normal routing and contracting of standard research, testing or service agreements where possible.

Request for review of Sponsored Project disposition begins with an evaluation of the type of sponsored project. Faculty should submit this form with adequate time for review (typically 2 days will suffice unless a large, complex project then please allow more time).

College of Engineering					
Request for Delegated Authority Approval					
PI (Faculty member)					
Project Name					
Sponsor Name					
Type of Funding	<i>Federal</i>	<i>State</i>	<i>International</i>	<i>Industry</i>	<i>Other</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period of Performance	From (MM/DD/YYYY)		To (MM/DD/YYYY)		
PI Signature					
College Determination	<i>Research Agreement</i>	<i>Service Agreement</i>	<i>Testing Agreement</i>	<i>Gift</i>	<i>DA</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F&A	<i>Waiver Requested</i>		<i>Rate Requested</i>		
	<input type="checkbox"/>				
College Approval					
Comments					

*Attach proposed statement of work or proposal to sponsor with form submission.

Delegated Authority codes must meet the following criteria:

- 1) Funding source must be OTHER than Federal, Federal Flow-through or international
- 2) No deliverables
- 3) Under \$50,000**

**Repeating awards of under 50K from the same sponsor may be cause for further justification of DA.