

## **2.4. Delegations for Contract Signatory Authority within the Division of Research and Graduate Studies**

### **2.4.1 The Vice Chancellor for Research and Graduate Studies** has authority to sign:

2.4.1.1. Contracts, grants, cooperative agreements, confidentiality agreements (CDAs) and other proposal and award documents, related to agreements for educational, experimental, developmental, and research projects that qualify as sponsored programs, including clinical trial agreements and subagreements to other entities for the performance of activities related to a sponsored program. Sponsored programs are those that are separately financed in whole or in part by external agencies and are carried out under terms of agreements between the sponsoring agencies and the University;

2.4.1.2. Agreements and documents necessary for the operation of the University technology transfer program, such as licenses, options, confidentiality agreements (CDAs), material transfer agreements (MTAs) and documents required by the U.S. Patent and Trademark Office;

2.4.1.3 Upon prior notification from the University Attorney, authority to engage the professional services of one or more attorneys to provide services related to patents and other matters involving intellectual property if at the time the agreement is signed the attorney/firm appears on the list of approved firms published by the University of North Carolina;

2.4.1.4 Employment contracts for employees hired into positions exempt from the State Personnel Act (EPA) assigned exclusively to the Division of Research and Graduate Studies, excluding any SAAO tier I position, and for all employees hired into postdoctoral scholar positions that are EPA; and

2.4.1.5 Agreements for or relating to graduate assistantships. This authority may be exercised using a physical or electronic signature or through electronic approval within ECU's electronic personnel approval form (EPAF) system.

### **2.4.2 The Dean of the Graduate School** has authority to sign:

2.4.2.1 Employment contracts for all employees hired into postdoctoral scholar positions that are EPA; and

2.4.2.2 Agreements for or relating to graduate assistantships. This authority may be exercised using a physical or electronic signature or through electronic approval within ECU's electronic personnel approval form (EPAF) system.

2.4.2.2.1 The **Business Services Coordinator in the Office of the Dean of the Graduate School** has authority to Agreements for or relating to graduate

assistantships in which he or she has no personal interest. This authority may be exercised using a physical or electronic signature or through electronic approval within ECU's electronic personnel approval form (EPAF) system. This authority may not be delegated.

2.4.2.2.2 The **Administrative Support Specialist in the Office of the Dean of the Graduate School** has authority to Agreements for or relating to graduate assistantships in which he or she has no personal interest. This authority may be exercised using a physical or electronic signature or through electronic approval within ECU's electronic personnel approval form (EPAF) system. This authority may not be delegated.

**2.4.3. The Director of the Office of Sponsored Programs** has authority to sign:

Contracts, grants, cooperative agreements, confidentiality agreements (CDAs) and other proposal and award documents, related to agreements for educational, experimental, developmental, and research projects that qualify as sponsored programs, including clinical trial agreements and subagreements to other entities for the performance of activities related to a sponsored program. Sponsored programs are those that are separately financed in whole or in part by external agencies and are carried out under terms of agreements between the sponsoring agencies and the University.

**2.4.4. The Director of the Office of Grants and Contracts** has authority to sign:

Contracts, grants, cooperative agreements, confidentiality agreements (CDAs) and other proposal and award documents, related to agreements for educational, experimental, developmental, and research projects that qualify as sponsored programs, including clinical trial agreements and subagreements to other entities for the performance of activities related to a sponsored program. Sponsored programs are those that are separately financed in whole or in part by external agencies and are carried out under terms of agreements between the sponsoring agencies and the University.

**2.4.5. The Director of the Office of Technology Transfer** has authority to sign:

2.4.5.1. Agreements and documents necessary for the operation of the University technology transfer program, such as licenses, options, confidentiality agreements (CDAs), material transfer agreements (MTAs), inter-institutional agreements, technology development agreements, invention release agreements, and documents required by the U.S. Patent and Trademark Office; and

2.4.5.2 Upon prior notification from the University Attorney, authority to engage the professional services of one or more attorneys to provide services related to patents and other matters involving intellectual property if at the time the agreement is signed the attorney/firm appears on the list of approved firms published by the University of North Carolina. The authority of the Director of the Office of Technology Transfer may not be delegated further.

**2.4.6. The Assistant Vice Chancellor for Administration, Division of Research and Graduate Studies,** has authority to sign any employment contracts and appointment letters for any faculty having a joint appointment, in whole or in part, to a unit within the Division of Research and Graduate Studies if the employment contract or letter is co-signed by the Vice Chancellor for Health Sciences, the Provost and Senior Vice Chancellor for Academic Affairs and Student Affairs, or any of their designees/delegates, whenever the Vice Chancellor for Research and Graduate Studies is unavailable to execute a document. This authority may not be delegated.

**2.4.7. Temporary Delegations by the Vice Chancellor for Research and Graduate Studies.** During short periods when the Vice Chancellor for Research and Graduate Studies (the "Vice Chancellor") is unavailable, such as vacation or medical leave, the Vice Chancellor may designate by written memorandum a University officer to sign any contracts that the Vice Chancellor is authorized to sign subject to such limitations as may be stated in the temporary delegation memorandum.