



Office of the Vice Chancellor for Research  
910 Madison Avenue, Suite 608  
Memphis, TN 38163  
T (901) 448-7125  
F (901) 448-7133

Memphis  
Knoxville  
Chattanooga  
Nashville

MEMORANDUM

TO: David L. Miller  
Chief Financial Officer

Anthony A. Ferrara  
Vice Chancellor for Finance and Operations

FROM: Steven R. Goodman, Ph.D. *[Signature]*  
Vice Chancellor for Research

Steven L. Youngentob, Ph.D. *[Signature]*  
Sr. Associate Vice Chancellor for Research

RE: Signature Authority for Online Confidentiality Agreements, Material Transfer Agreements and Data Agreements with NIH Designated Programs/Databases

DATE: December 13, 2018

On November 15, 2017, Ms. Sarah J. White, MA, Ed.M joined UTHSC as the new Associate Vice Chancellor for Research - Office of Sponsored Programs. We request approval for Ms. White to sign Confidentiality Agreements, Material Transfer Agreements, Data Agreements, and related documents that are required for UTHSC faculty, and other employees to transfer confidential information, materials, and data to and from online NIH designated programs/databases.

Please note this is not a request for exception to UT Policy or any state law. Rather, it is solely a request for delegation of signature authority to Ms. White, who does not currently have signature authority for these agreements. Ms. White will only be signing agreements which are delegated, and which Dr. Goodman would otherwise sign. In this regard, UTHSC practice regarding signature authority for online agreements such as NIH data use agreements, and for online approval of grants and grant-related documents in ERA Commons, has been to delegate signature authority to an employee in the Office of Sponsored Programs.

You approved a similar request for delegation of signature authority concerning NIH data use agreements etc., in November of 2017 for Ms. Elaine Todd, Office of Sponsored Programs Director of Contracts and Research Agreements. Ms. Todd is leaving the Office of Sponsored Programs.

It is expressly understood that, if any agreements from online NIH designated programs/databases require exception to UT Policy, Ms. White will not sign such agreements unless and until a request for exception has been approved.

APPROVED:

*[Signature]* 12.21.18  
\_\_\_\_\_  
Anthony A. Ferrara Date  
Vice Chancellor for Finance and Operations

*[Signature]* 1/9/19  
\_\_\_\_\_  
David L. Miller Date  
Chief Financial Officer