

FI0420 Appendix D: FI0420 Contract Signature Authority Request Form

To: David Miller, CFO; Chris Cimino, Senior Vice Chancellor for Finance and Administration

From: Matthew Mench, Interim Vice Chancellor for Research & Engagement

Date: December 6, 2019

RE: Contract signature authority

Question 1: Name of the person who will have contract signature authority if this request is approved by the CFO:

Name: Dr. Sarah Pruett

Title: Assistant Vice Chancellor for Research, Responsible Conduct of Research, and Institutional Research Integrity Officer

Question 2: State the types of contracts for which the person may sign if this request is approved by the CFO:

1. **IRB Institutional Official**, including without limitation, serving as the:
 - a. Named institutional official on federal-wide assurance
 - b. Signatory for reliance agreements, investigator agreements, Certificate of Confidentiality applications, Form 310 certification (now called Protection of Human Subjects: Assurance Identification/Certification/Declaration of Exemption), etc.
2. **IBC / Biosafety Designated Official**
3. **Radiation Safety**, including without limitation serving as the:
 - a. Signatory representative for radioactive materials licenses or other new permits for the campus;
 - b. Upper management signatory for compliance and oversight.
4. **Export Control**, including without limitation: signing certifications from external vendors and sponsors, such as Custody Transfer Form from ORNL's Property Office, vendor end-use agreements, and UCNI-OUO (CUI) certification forms for Y-12.
5. **UTK Research Integrity Officer**, including without limitation: all decisions required of the RIO under University policy or federal regulations, and reporting obligations for compliance assurances regarding research integrity regulations.

Note: Contract signature authority granted by this memo expires if the UT employee changes positions within UT or when their employment ends.

CBO approval: 

CFO approval: 