**[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 and federal 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, 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.

*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 memorandum from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_, in connection with authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**]**

cc: Ms. Dana L. Hollingsworth