



June 9, 2014

**EXECUTIVE MEMORANDUM NO. 14-02**

**TO:** Vice Presidents  
Chancellors  
Executive Administrator & Secretary of the Board of Regents  
State Director for Career and Technical Education

**FROM:** Vassilis L. Syrmos   
Office of the Vice President for Research and Innovation

**SUBJECT: REVISED EXECUTIVE POLICY E8.102, DELEGATION OF AUTHORITY TO SIGN AND EXECUTE EXTRAMURAL RESEARCH AND TRAINING CONTRACTS/GRANTS, AGREEMENTS AND CONTRACT ASSIGNMENTS AND RELEASES**

On behalf of the Office of President David Lassner, this is to notify you of an update to the above referenced Executive Policy. The policy can be viewed via the University's Administrative Procedures Information System (APIS) at <http://www.hawaii.edu/apis/ep/ep.php>.

Should you have any questions regarding this revision, please contact my office at (808) 956-5006.

Attachment

#15631

Office of the Vice President for Research and Innovation



UNIVERSITY  
of HAWAII<sup>®</sup>  
SYSTEM

RECEIVED

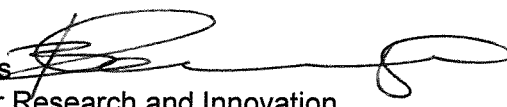
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UNIVERSITY OF HAWAII  
PRESIDENT'S OFFICE

May 20, 2014

**MEMORANDUM**

TO: David Lassner  
Interim President

FROM: Vassilis L. Syrmos   
Vice President for Research and Innovation

SUBJECT: Executive Policy E8.102 Delegation of Authority to Sign and Execute Extramural Research and Training Contracts/Grants, Agreements and Contract Assignments and Releases

**SPECIFIC ACTION REQUESTED:**

It is requested that you approve the update of the existing Executive Policy E8.102 Delegation of Authority to Sign and Execute Extramural Research and Training Contracts/Grants, Agreements and Contract Assignments and Releases to be consistent with Executive Memorandum No. 07-07. No substantive changes to the original content are being proposed.

**RECOMMENDED EFFECTIVE DATE:**

The recommended effective date is July 1, 2014.

**ADDITIONAL COST:**

There are no additional costs associated with this request.

**PURPOSE:**

The purpose of this request is to update Executive Policy E8.102 to be consistent with Executive Memorandum No. 07-07 and remove the paragraph delegating signature authority to the Chancellor for UH Hilo to sign and execute all UH Hilo extramural award agreements.

**BACKGROUND:**

According to the November 2007 Executive Policy E8.102 Authority to Sign and Execute Extramural Research and Training Contracts/Grants, Agreements and Contract Assignments and Releases, it delegates authority to the Chancellor for UH Hilo to sign and execute all UH Hilo extramural award agreements under \$1,000,000. However, we would like to remove the

paragraph delegating signature authority to the Chancellor for UH Hilo to be consistent with Executive Memorandum No. 07-07 which authorizes the Vice President for Research to sign and execute all extramural contracts and grants, agreements and contract assignments and releases up to \$5,000,000 on behalf of the University of Hawai'i. At this time we would also like to update the approving authority's title to Vice President for Research and Innovation. This will provide consistency amongst all campuses for all future extramural award agreements.

This amendment to E8.102 was presented to the UH vice presidents and campus chancellors during the March 24, 2014 UH Officers meeting. No oppositional comments were received.

No substantive changes to the original content are being proposed. The attachments show the original November 2007 version of E8.102 as amended using modified Ramseyer format. A clean copy is also attached. Upon your approval, my office will distribute the revision via the online Administrative Procedures Information System.

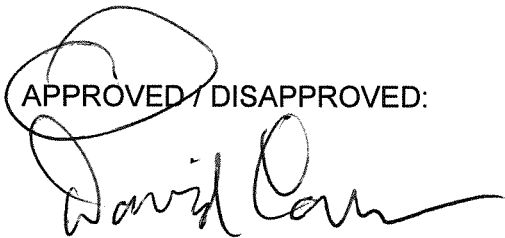
ACTION RECOMMENDED:

It is recommended that you approve the update of the existing Executive Policy E8.102 Delegation of Authority to Sign and Execute Extramural Research and Training Contracts/Grants, Agreements and Contract Assignments and Releases to be consistent with Executive Memorandum No. 07-07. No substantive changes to the original content are being proposed.

Attachments

- E8.102 amended (in modified Ramseyer format)
- E8.102 amended (clean copy)
- Executive Memorandum No. 07-07

APPROVED / DISAPPROVED:

A handwritten signature in black ink, appearing to read "David Lassner", is written over the word "APPROVED" in the "APPROVED / DISAPPROVED:" line. The signature is fluid and cursive.

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David Lassner  
Interim President

MAY 27 2014

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Date