

## MEMORANDUM OF DELEGATION

### CONTRACT AUTHORITY

TO: Brenda Martin  
Account Manager  
Manufacturing Extension Partnership Program  
Center for Industrial Research and Service

Michael Crum, Vice President for Economic Development and Business Engagement, delegated to me authority to sign certain contracts and to further delegate that authority.

Subject to the authority retained by the Board of Regents and the limitations on the Senior Vice President for Business and Finance's authority as set forth in ISU's Contracting Authority Policy (Non-Employment Related), I authorize you to sign the following on behalf of ISU:

1. Contracts for ISU to provide non-research services to others

Your authority is limited as follows:

1. You may only sign the contracts and agreements listed in items 1 above if you use a form previously approved by the Office of University Counsel and if the amount of the contract or agreement is less than \$3,000.
2. If ISU will be paid \$5,000 or more for non-research services, discuss with the Financial Accounting and Reporting section of the Controller's department the method of depositing funds.
3. If ISU will be providing certain services on a continuing basis, work with the Controller's department to develop rates and establish a fee-for-service account.
4. You may not sign agreements for research-related services or non-disclosure and confidentiality agreements relating to such services. Research-related services include those that involve: use of novel methods or techniques; anticipation of new knowledge or ISU intellectual property resulting from the activity; or cost-sharing or matching funds. If the Office for Sponsored Programs Administration approved a grant that requires or allows CIRAS to perform fee-for-service activities, contracts for those fee-for-service activities are not deemed "research related services" and may be signed by you.
5. You may not sign any contract where the Senior Vice President for Business and Finance has determined that unusual circumstances exist requiring the attention of the Board of Regents.
6. You do not have authority to re-delegate this authority.

This delegation shall be effective so long as you remain in your position as Account Manager for the Center for Industrial Research and Service, unless revoked sooner by the President of Iowa State University, by the Senior Vice President for Business and Finance, the Vice President for Economic Development and Business Engagement, by me or by my successor.

Signed this 8 day of January, 2018

A handwritten signature in black ink that reads "Ronald A. Cox". The signature is written in a cursive style and is positioned above a horizontal line.

Ronald Cox, Ph.D.

Director, Center for Industrial Research and Service

Send copies of completed delegations to:  
Office of University Counsel  
Assistant Vice President for Business Services