

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

TO: Jason Henderson
Vice President for Extension and Outreach

Pursuant to Iowa State University's Contracting Authority Policy, the President of ISU has delegated to me as the Senior Vice President for Operations and Finance authority to sign contracts on behalf of the university. The Contracting Authority Policy also permits me to delegate my authority to others.

I authorize you to sign contracts and agreements on behalf of the university as listed below:

1. Memoranda of Understanding with County Extension Councils outlining the relationship between the University and the Councils
2. Agreements for intermittent or short-term use of facilities managed by Extension
3. Agreements for providing conference services
4. Agreements for intermittent or short-term use of ISU facilities in connection with conference services offered by Extension
5. Agreement for ISU's intermittent or short-term use of others' facilities in connection with conference services offered by Extension
6. Agreements for non-credit programs
7. Agreements for ISU to provide non-research services to others
8. Nondisclosure and confidentiality agreements relating to discussions with others about non-research services ISU may be able to provide or in connection with services being provided to them

I further authorize you to re-delegate your authority, except for your authority to sign contracts with County Extension Councils.

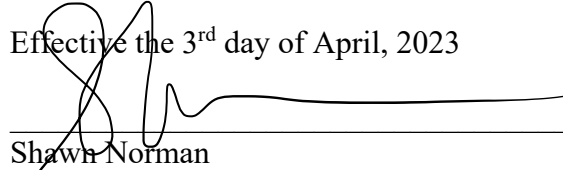
Your authority is limited as follows:

1. Except for item 4 above, you must use a template agreement approved by the Office of General Counsel or an agreement provided by the other party that has been approved by the Office of General Counsel. With respect to item 4, the agreement must be approved by either the Office of General Counsel or Procurement Services.
2. You may not sign any contract for use of an ISU facility or another's facility that has a term longer than 14 days.
3. If any agreement is related to an event that will be held on campus, you must ensure an event authorization request is submitted to the University Event Authorization System when required by university guidelines.
4. You may not commit ISU to a fund expenditure of \$100,000 or more.
5. 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.

6. 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; reliance on expert analysis or expertise of one individual; 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 Extension 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.

This delegation shall be effective so long as you remain in your position as a Vice President for Extension and Outreach, unless revoked sooner by the President of Iowa State University, by me or my successor.

Effective the 3rd day of April, 2023

A handwritten signature in black ink, appearing to read 'Shawn Norman', is written over a horizontal line. The signature is stylized and extends to the right of the line.

Shawn Norman
Senior Vice President for Operations and Finance

Send copies of completed delegations to Office of General Counsel