

TO: All Health Sciences Center Faculty and Staff, OKC and Tulsa Campuses
FROM: Joseph J. Ferretti, Ph.D., Senior Vice President and Provost
DATE: December 10, 2008
SUBJECT: **REQUIRED PROCEDURES - Routing, Approval, and Signature of Grants and Contracts**

All grants and contracts must be routed through the established approval process below and signed by a designated University official who has received approval from President Boren to sign grants and contracts. All employees are expected to comply with these procedures for the approval, execution, and management of grants and contracts, without exception.

Faculty and staff are not authorized to sign any grants or contracts on behalf of the University or on behalf of any University department or employee. This is true regardless of the type of grant or contract, regardless of whether it is for research or public or professional services, and regardless of whether it is income-generating.

“Contracts” include agreements, letter agreements, affiliations, memoranda of understanding, material transfers, confidentiality agreements, licenses, consulting or speaking agreements, provider agreements, professional practice plan (PPP) agreements, amendments, modifications, and any other arrangement that obligates the University or its employees.

“Grants” include all requests for external funding (restricted or unrestricted) for research, training, or service, including hard copy and electronic submissions for prime awards and subcontracts.

Grants and Contracts must be routed as follows:

Grant Applications/Proposals	Office of Research Administration (LIB 121)
Research/Clinical Trial Agreements/MTAs	Office of Research Administration (LIB 121)
Confidentiality Agreements	Office of Research Administration (LIB 121)
Professional and Public Service Agreements	Office of Research Administration (LIB 121)
Agreements	Office of Research Administration (LIB 121)
Other Non-Research Agreements	Office of Research Administration (LIB 121)
Provider Agreements (excluding OU Physicians)	Office of Research Administration (LIB 121)
OUP Provider & Credentialing Agreements	OU Physicians (ORI 277 Contracting)
Provider Enrollment Forms & Letters of Agreement	OU Physicians (ORI 277 Contracting)
Settlement Agreements	Office of Administrative Affairs (SCB 219)
Licenses & Assignments of Intellectual Property	Intellectual Property Management Office (RP4 429)
Leases (i.e., equipment, space, hotels)†	Purchasing Department (Campus Mail - Purch/Venture)
Purchases (i.e., supplies, software maintenance)†	Purchasing Department (Campus Mail - Purch/Venture)
Personnel (incoming consultants*)†	Purchasing Department (Campus Mail - Purch/Venture)

*not those on sponsored grants or contracts

Ultimately, all grants and contracts will be routed through the above offices to Legal Counsel for review, institutional approval, and authorized signature. Grants and contracts must be in place before work begins. If you begin work on a grant or contract that is subsequently not approved by either party, you could be personally liable for the resources committed.

If you need more information about how to route a particular grant or contract, please contact the Office of Research Administration at 271-2090; the Purchasing Department, at 325-6723; the Office of Legal Counsel, at 271-2033; OU Physicians Contracting, at 271-5495; Administrative Affairs, at 271-2399; or the Intellectual Property Management Office, 271-7725.

I recognize that compliance with the above procedures can sometimes seem time-consuming. However, these procedures protect the University and its employees, so it is imperative that you comply without exception. Thank you for your cooperation.

†Acquisitions that require competitive bidding and/or Board of Regents’ approval may take several weeks. Please contact the Purchasing Department for planning assistance.