

## **Delegations of Signature Authority for Contracts**

The officers of the University, as set out below, have authority to sign the types of contracts specified below on behalf of the University, as follows:

- I. Contracts reviewed, approved or drafted by the Office of the General Counsel for a specific transaction; and
- II. Standard Template Agreements prepared by or approved by the Office of the General Counsel provided there are no changes to the template (An \* asterisk below indicates the availability of a Standard Template Agreement); and
- III. Contracts reviewed and approved by the Purchasing Office; and
- IV. Contracts reviewed and approved by the Office of Vice President for Research (except for Data Use Agreements for Centers for Medicaid and Medicare Services that are for the School of Public Health, which shall be reviewed and approved by the School of Public Health);
- V. Contracts reviewed and approved by Computing and Information Services;

And subject to the following dollar limitations (except as otherwise exempted below):

- A. Senior Officers have signatory authority to \$1,000,000 subject to the requirement agreements in excess of \$500,000 must be countersigned by either the Provost or the Executive Vice President for Finance & Administration. Senior Officers are defined as those officers reporting to the President and those deans and vice presidents who report to the Provost and the Executive Vice President for Finance & Administration. The Senior Director of Insurance & Purchasing Services will also be included in this category but only for the purpose of signature authority.
- B. Divisional Unit Officers-defined as heads of those units which report directly to a Senior Officer and have signatory authority up to and including \$100,000. Heads of divisional units may delegate to their manager-level subordinates authority to execute agreements at amounts up to and including \$50,000.
- C. Operational Unit Officers-defined as heads of academic and administrative departments, centers, institutes and similar units who report to one-level below the senior officer and have signatory authority to \$50,000; may sub-delegate signatory authority up to \$10,000 to their manager-level subordinates for Professional Service Agreements only.

If a position falls into more than one category listed above, the category that provides the higher level of signature authority will apply.

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
General authority to sign contracts for Brown University	President	Executive Vice President for Finance and Administration  Provost

**Academic Contracts**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
Academic contracts not involving the purchases of goods/services (Academic exchanges, internships, academic cooperation agreements, academic placements, academic matriculation)	Provost	Deputy Provosts (A)  Deans (A) and Associate Deans reporting to Deans reporting to the Provost (B)
Collaborative research, academic and other education activities with foreign institution/agency or for study abroad programs	Provost	Deputy Provost for Global Engagement and Strategic Initiatives (A)
Consortium, publications, copyright permissions	Provost	University Librarian (A)
Immigration documents	Provost	Deputy Provost for Global Engagement and Strategic Initiatives (A)  Director, OISSS (B)
Contracts with respect to all matters falling within the administrative academic responsibilities, additionally contracts including those for the College, Graduate School, School of Engineering, Warren Alpert School of Medicine, School of Professional Studies, School of Public Health	Provost	Deputy Provosts (A)  Deans (A) and Associate Deans reporting to Deans reporting to the Provost (B)
Contracts for Summer Programs and Camps	Dean, Pre-College and Summer Undergraduate Programs (A)	Associate Deans reporting to Dean, Pre-College and Summer Undergraduate Programs (B)

**Advancement**

**All gift agreements must specify that gifts of \$1M or more require a vote of approval by the Corporation**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
Acceptance of Gifts – authorized to accept any gift under the terms imposed by the donor or testator provided that the gift is found to contribute to the approved purposes of the University. Any gift of \$1 Million or more and/or any unusual gift must be approved the Corporation.	Senior Vice President, Advancement (A)	Vice President of Advancement Services and Development Support (B)
Releases, receipts and other documents required to be signed on behalf of the University in order to settle an estate or terminate a trust.	Senior Vice President, Advancement (A)	Vice President of Advancement Services and Development Support (B)
Gift Agreements*		
Up to \$10 million	Provost  Senior Vice President, Advancement (A)	
\$10 million or greater	President	

**Athletics Contracts**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
Athletic Department contracts for athletic contests*, hotel rooms and transportation services used by Brown’s varsity sports teams, and contracts for media companies, ticket sales, and concessions*	Director of Athletics and Recreation (B)	Deputy Director of Athletics (B)  Associate Director of Athletics - Administration
Head Coaches Agreements*	Vice President, Campus Life and Student Services (A)	Director of Athletics and Recreation (B)
Assistant Coaches agreements*	Director of Athletics and Recreation (B)	
Recreation program contracts	Director of Athletics and Recreation (B)	Deputy Director of Athletics (B)
Athletic Facility Use Agreements*	Senior Associate Director of Athletics /Facilities (C)	Assistant Director of Athletics, Facilities & Operations

**General Contracts**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
University Contracts* for the purchase of goods/services	Senior Officers (A)	< \$250,000 Director, Strategic Sourcing  <\$100,000 Associate Director, Insurance  Divisional Unit Officers (B) Operational Unit Officers (C)
Sponsorship Agreements	Executive Vice President for Finance and Administration  Provost (Academic Sponsorships)	
Contracts for the construction, renovation and repair of buildings and equipment, Design Service, construction management, and construction contracts addendum	Executive Vice President for Finance and Administration	Vice President for Facilities (A)  Assistant Vice President for Facilities (B)  Vice President for Finance, Chief Financial Officer (A)
Benefit vendor contracts for voluntary insurance benefit plans, including administrative services agreements and business associate agreements	Executive Vice President for Finance and Administration	Vice President for Human Resources (A)  Sr. Manager, Finance & Work/Life Programs (C)  Director of Benefits (C)
Insurance agreements, applications and proof of loss forms	Executive Vice President for Finance and Administration	Senior Director, Insurance and Purchasing Services (A)
Facility Use Agreements* includes hotel agreements managed by Brown's Event and Conference Service	Vice President for Facilities Management (A)  Director, University Events and Conference Services (B)	Associate Director, University Events and Conference Services (C)

Summer Conference Housing Contracts*	Director, University Events and Conference Services (B)	Associate Director (C) Associate Dean
Outdoor Education Classes Agreements for BOLT*	Vice President for Campus Life and Student Services (A)	Director, Student Activities (C) Associate Director for Leadership Development ,Student Activities Office (C)
Performing Artists, Artists, and Guest Speaker Agreements*	Senior Officers (A) Divisional Unit Officers (B)	Director, Student Activities Operational Unit Officers (C)
Energy vendors for wholesale and retail energy commodities transactions to get competitive pricing	Executive Vice President for Finance and Administration	Vice President, Facilities Management (A)
Contracts for Professional Services Agreements (PSAs) (consultants, guest speakers, independent contractors) within their areas of responsibilities with individuals, institutions and other organizations, except as otherwise specifically mentioned in other areas *	Senior Officers (A)	Divisional Unit Officers (B) Operational Unit Officers (C)
Content Development Agreements * including writers, designers and video producers	Divisional Unit Officers (B)	Operational Unit Officers (C)
Contracts for web content, technology development, web hosting, and software licensing	Vice President for Communications (A)  Vice President for Computing and Information Services (A)	Associate Vice President for Marketing Communications (B)  Deputy Chief Information Officer (B)
Educational Collaboration/Service Agreements	Divisional Unit Officers (B)	

**Employment Agreements**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
<b>Faculty Members:</b> Appointment letters,* promotion letters*	Provost Dean of Faculty (A) Dean of Medicine and Biological Sciences (A) Dean of Public Health (A) Dean of School of Professional Studies (A) Dean of Engineering (A)	
<b>Direct Reports to the President:</b> Appointment letters*	President	
<b>Non-Faculty Employees:</b> Appointment letters*, other than direct reports to the President	Hiring Official	
Settlement agreements involving <b>non-faculty Employees</b> where no money and no litigation is involved	Vice President for Human Resources (A)	Assistant Vice President for HR Operations (B)  Director of Benefits (B)
Settlement agreements involving <b>Faculty</b> where no money and no litigation is involved	Provost Dean of Faculty (A) Dean of Medicine and Biological Sciences (A) Dean of Public Health (A) Dean of School of Professional Studies (A) Dean of Engineering (A)	
Settlement agreements not covered (see legal section)	Executive Vice President for Finance and Administration	

**Finance, Banking, Audit and Investment Matters**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
Mergers, acquisitions, sale and encumbrance of interests in businesses, companies (holding or operative), subsidiaries, partnerships or brands. ; Strategic Business agreements such as co-operation, syndicate, joint venture or similar transactions (including binding Letters of Intent or Memoranda of Understanding). Agreements involving the payment or receipt of new or additional capital investment.	President	
Confidentiality agreements and non-disclosure agreements(relating to transactions described above)	Executive Vice President for Finance and Administration  Chief Executive Officer of the Investment Office (A)  Vice President and Chief Investment Officer (B)	Head of Operations for Investments (B)
Execute Various Instruments – Guarantees, promissory notes and acceptances, proxies and powers of attorney to vote upon shares of stock, bonds, and other papers required in legal proceedings, whether the property to which such instruments relate is the property of the University or is held by the University in a fiduciary capacity, shall be executed by the President, the Treasurer, or the Executive Vice President for Finance and Administration. Any of the above-mentioned instruments executed as herein required, may be delivered by any of the above named officers, whether or not he be the one executing the same.	President  Executive Vice President for Finance and Administration  Chief Executive Officer of the Investment Office (A)  Vice President for Finance, Chief Financial Officer (A)  Vice President and Chief Investment Officer (B)	Head of Operations for Investments (B)
Execute agreements related to the investment, sale, exchange or reinvestment of the funds and securities of the University and the opening of financial accounts required for such activities.	Chief Executive Officer of the Investment Office (A)  Vice President and Chief Investment Officer (B)	Head of Operations for Investments (B)



Execute contracts with respect to all matters falling within the administrative responsibilities of his/her office	Executive Vice President for Finance and Administration  Chief Executive Officer of the Investment Office (A) Vice President and Chief Investment Officer (B)	Head of Operations for Investments (B)
Employee Loan Program	Executive Vice President for Finance and Administration	Assistant Vice President Business & Financial Services (B); Director of University Receivables & Commerce (C); Director of Student Financial Services & University Bursar (C)
Ad-Hoc Loans	Executive Vice President for Finance and Administration	
Consulting or professional services, specifically for finance, audit and investment matters. *	Executive Vice President for Finance and Administration  Chief University Auditor (B)  Chief Executive Officer of the Investment Office (A)  Vice President and Chief Investment Officer (B)	Vice President for Finance, Chief Financial Officer (A)  Head of Operations for Investments (B)
Independent Public Accountant to audit and certify financial statements, including directly related consulting and professional services agreements	Chief University Auditor (B)	
Financing agreements with unaffiliated third parties (includes all financing agreements such as, but not limited to, Bonds, Credit Agreements, ISDA Agreements, Master Lease, etc. Includes extension of existing financing agreement with changes to terms and conditions	> \$100 M President countersigned by the Executive Vice President of Finance & Administration  > \$5M - \$100M President countersigned by the Executive Vice President of Finance & Administration or	Head of Operations for Investments (with respect to ISDA agreements only) (B)

	<p>the Vice President for Finance, Chief Financial Officer &amp; (A)</p> <p>≤ \$5M Executive Vice President of Finance &amp; Administration or the Vice President for Finance, Chief Financial Officer &amp; (A)</p> <p>Chief Executive Officer of the Investment Office (with respect to ISDA agreements only) (A)</p> <p>Vice President and Chief Investment Officer (with respect to ISDA agreements only) (B)</p>	
Extension of existing financing agreement with no changes to terms and conditions	<p>Executive Vice President for Finance and Administration</p> <p>Chief Executive Officer of the Investment Office (A)</p> <p>Vice President for Finance, Chief Financial Officer (A)</p> <p>Vice President and Chief Investment Officer (B)</p>	Head of Operations for Investments (B)
Issuance or Repurchase of Securities of Brown or its Subsidiaries to/from a third party other than in accordance with any joint venture agreements, shareholder agreements or similar agreements	President	As approved by the Board (of issuer) or as allowed by law in applicable jurisdiction
Cross-jurisdictional Inter-Company Service and Transfer Pricing Agreements	Vice President for Finance, Chief Financial Officer (B)	Director of Tax and Payroll Services (C)

**Legal and Corporate Compliance**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
Consulting Agreements and Engagement Letters for outside legal counsel, investigators and other services in respect to a specific matter, claim, administrative complaint or litigation	Vice President and General Counsel (A)	Deputy General Counsel (B)
Settlement agreements where money is involved	<p>&gt; \$50M Brown Corporation</p> <p>&gt; \$2M-\$50M President,</p> <p>\$750,000 - \$2M Executive Vice President for Finance and Administration involving non-faculty and in the case of faculty both the Executive Vice President for Finance and Administration and the Provost</p> <p>&lt;\$750,000 Senior Officers with the concurrence of the Vice President for Finance, Chief Financial Officer</p>	
Worker's compensation settlements	Senior Director, Insurance and Purchasing Services (A)	Associate Director of Insurance (C)

**Medicine and Biological Sciences**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
1. Association agreements for the provision of clinical elective and other undergraduate, medical and graduate education programs. 2. Agreements with affiliated hospitals pertaining to undergraduate medical education, clinical research, and residency and fellowship training. 3. Affiliation agreements with hospitals and other health care, education and research facilities, with the approval of the President, and subject to the approval of the Corporation. 4. Affiliation agreements with state and local governments relative to receipt of funds for education, and other research programs with the approval of the President.	Dean of Medicine and Biological Sciences (A)	As to #s 1 and 2: Associate Dean for Academic Affairs and Associate Dean for Medical Education (B)  As to #4: Executive Dean for Administration (B)  As to #3: Note that the President usually cosigns affiliation agreements
Facilities Use Agreements for laboratories and other research spaces under the control of the Division of Biology and Medicine*	Executive Dean for Administration (B)	

**Public Safety Contracts**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
Mutual aid agreements with other law enforcement agencies *	Executive Vice President for Planning and Policy (A)	Executive Director and Chief of Public Safety (B)
Contracts for off-duty officers, security company *	Executive Vice President for Planning and Policy (A)	Executive Director and Chief of Public Safety (B)

**Brown's Trademarks**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
Operation of the University's Trademark Licensing Program (Registering with the U.S. Patent and Trademark Office, entering into a contract with an agent for the licensing of Brown University marks, symbols, and agreements granting permission to use the University's names, logos, and other trademarks, etc.)	Executive Vice President for Finance and Administration And Vice President for Communications (A)	Director of Athletics and Recreation (B) Or Assistant Vice President of Business and Financial Services (A)

**Real Estate**

<b>Contract Type</b>	<b>Delegated Authority</b>		<b>Sub-Delegated Authority</b>
Approve Purchases and Sales of Real Property – authorized to approve purchases and sales of real property in amounts up to \$1,000,000, after advice and consultation with the Real Estate and Development Subcommittee of the Committee on Facilities and Campus Planning. Any purchase or sale in excess of \$1,000,000 must be approved by the Corporation.	President, Executive Vice President for Finance and Administration		
Execute Various Instruments – authorized to execute deeds, mortgages, bills of sale, purchase and sale agreements, leases and assignments of leases of real or personal estate, releases and discharges of mortgages, guarantees, promissory notes and acceptances, proxies and power of attorney.	Executive Vice President for Finance and Administration		
Lease – Annual Rent	Lease Term		
< \$350,000	≤ 10 years	Executive Vice President for Finance and Administration	Vice President for Real Estate and Strategic Initiatives (A)
Any amount	Any	Executive Vice President for Finance and Administration	
Authorized to execute lease agreements for all University commercial rental properties		Executive Vice President for Finance and Administration	Vice President for Real Estate and Strategic Initiatives (A)
Authorized to execute lease agreements for all University student rental properties		Vice President for Real Estate and Strategic Initiatives (A)	Director, Auxiliary Housing (B)
Authorized to execute lease agreements outside the U.S.		Director, International Programs (B) with the concurrence of the Vice President for Real Estate and Strategic Initiatives (A)	

**Sponsored Projects**

Contracts, grants, and other agreements reviewed and approved by the Office of Vice President for Research

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
<p>Proposals and applications to the United States Government, non-U.S. governments, U.S. state/local governments, and associated government and other agencies relating to support for research, instruction, or other sponsored activity <b>(in any amount, without need for co-signature; monthly notification to the Provost of awards over \$1 million)</b></p>	<p>Vice President for Research (A)</p>	<p>Associate Vice President for Research (B)</p> <p>Director, Associate Director(s), Assistant Director(s), Office of Sponsored Projects (C)</p> <p>Director, BioMed Research Administration (C)</p> <p>Senior Grant and Contract Administrators, Office of Sponsored Projects <b>(not to exceed \$500,000)</b></p>
<p>Contracts, grants, and other agreements with the United States Government, non-U.S. governments, U.S. state/local governments, and associated government and other agencies relating to support for research, instruction, or other sponsored activity, including subcontracts and subawards with entities with the aforementioned contracts, grants, and other agreements <b>(in any amount, without need for co-signature; monthly notification to the Provost of awards over \$1 million)</b></p>	<p>Vice President for Research (A)</p>	<p>Associate Vice President for Research (B)</p> <p>Director, Associate Director(s), Assistant Director(s), Office of Sponsored Projects (C)</p> <p>Senior Grant and Contract Administrators, Office of Sponsored Projects</p>

**Research, Industry Engagement**

<b>Contract Type</b>	<b>Delegated Authority</b>	<b>Sub-Delegated Authority</b>
<p>Non-Disclosure Agreements*, Confidentiality Disclosure Agreements*, and other similar agreements regarding confidential, proprietary, or sensitive information; Material Transfer Agreements*</p>	<p>Vice President for Research (A)</p>	<p>Associate Vice President for Research (B)</p> <p>Executive Director, Office of Industry Engagement and Commercial Venturing (B)</p> <p>Director, Office of Research Integrity (C)</p> <p>Director, Associate Director(s), Assistant Director(s), Office of Sponsored Projects (C)</p> <p>Directors, Office of Industry Engagement and Commercial Venturing (C)</p> <p>Senior Grant and Contract Administrators, Office of Sponsored Projects <b>(not to exceed \$500,000)</b></p>
<p>Industry-sponsored programs and projects <b>(in any amount, without need for co-signature; monthly notification to the Provost of awards over \$1 million)</b>; collaboration, research, or other similar agreements with industry for which funding is not provided</p>	<p>Vice President for Research (A)</p>	<p>Associate Vice President for Research (B)</p> <p>Executive Director, Office of Industry Engagement and Commercial Venturing (B)</p>

		Director, Associate Director(s), Assistant Director(s), Office of Sponsored Projects (C)  Senior Grant and Contract Administrators, Office of Sponsored Projects
Operation of the University's technology transfer program, other than non-disclosure, confidentiality disclosure, and material transfer agreements (e.g., licenses, options, agreements regarding intellectual property, etc.)	Vice President for Research (A)	Associate Vice President for Research (B)  Executive Director, Office of Industry Engagement and Commercial Venturing (B)
Data use agreements and other similar data sharing agreements, except for those with the School of Public Health for the benefit of the Centers for Medicare and Medicaid Services	Vice President for Research (A)	Associate Vice President for Research (B)  Director, Office of Research Integrity (C)  Research Agreement Manager, Office of Research Integrity
Data use agreements and other similar data sharing agreements with the School of Public Health for the benefit of the Centers for Medicare and Medicaid Services	Dean, School of Public Health (A)	Associate Dean of Public Health for Administration and Finance (B)
Facilities use agreements for and other agreements regarding the use of equipment, materials, laboratories, and research-related spaces under the control of academic departments other than the Division of Biology and Medicine	Divisional Unit Officers (B)  Operational Unit Officers (C)	