

November 27, 2018

Casey St.Clair  
Assistant Director, Sponsored Programs Services  
Business Services/Controller's Office  
240 French Administration Building  
Pullman, WA 99164-1025

Dear Ms. St.Clair:

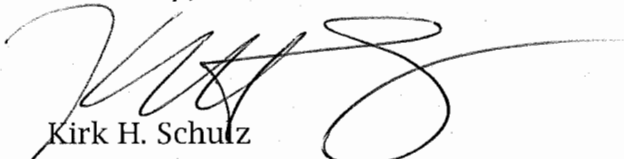
Pursuant to RCW 28B.10.528, and the authority conferred on me by the WSU Board of Regents, I delegate to you the authority to administer and execute the following contracts on behalf of Washington State University that are related to your duties as the Assistant Director, provided that all University policies and procedures and applicable laws in effect at the time of signature have been followed, and that you have attended all training required by the Contracts Office, Purchasing Services, and the Washington Department of Enterprise Services, including periodic refresher trainings:

- Certifications and Financial Reports relating to the functions of the Office of Sponsored Programs Services, which functions do not include assuming debt on behalf of the University or performing procurement. Such certifications and financial reports include invoices, cost share reports, effort report certifications, property reports, patent certifications, invention certifications, close-out documents, confirmatory instruments, minor award adjustments, audit certifications, termination notices on federal grants, and similar or related certifications.
- The submission and administration of sponsored project proposals and related assurances related to research, extension, public service or instruction, including patent and invention reports, budget

revisions and no-cost time extensions subsequent to initial award, fellowship activation notices, gifts and bequests, and various assurances and certifications, including those for export licenses, authorizations and reporting.

This delegation of authority includes the obligation to manage and administer the contracts in accordance with the terms therein and to seek guidance on any particularly sensitive or difficult cases as appropriate, depending on the circumstances. This delegation of authority is effective immediately and will remain in effect as long as you hold the responsibilities associated with the Assistant Director, or until revoked by me. By exercising this authority you acknowledge that you have attended the required training and understand the scope and limitations of your delegation. I know you will use sound judgment in the execution of these responsibilities.

Sincerely,



Kirk H. Schulz  
President

cc: Attorney General's Office  
Finance and Administration  
Purchasing Services