

August 7, 2020

Mary Frei  
Director, Administrative Services  
Office of Research  
Lighty 280  
Pullman, WA 99164-1060

Dear Ms. Frei:

Pursuant to RCW 28B.10.528, and the authority conferred on me by the Washington State University Board of Regents, I delegate to you the authority to negotiate, execute, and administer the following contracts on behalf of Washington State University that are related to your duties as the Director of Administrative Services for the Office of Research:

- The negotiation, execution and administration of sponsored project proposals, sponsored project agreements, including but not limited to, grants, contracts, and cooperative agreement awards for research development, service, and training; subcontracts, including those initiated from non-sponsored funding; material transfer agreements; confidentiality agreements; 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, where the total costs to the University are estimated to be less than \$500,000.
- Revenue agreements for the Social and Economic Sciences Research Center (SESRC) and the Nuclear Science Center (NSC), to include Service Center and Interagency agreements where the total revenue to the University is estimated to be less than \$500,000.

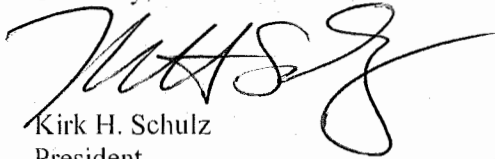
The following conditions and limitations apply to this delegation:

- You are not authorized to execute contracts not specified above. By way of example and not limitation, you are not authorized to execute contracts that involve an interest in real property.
- You may not exercise this contracting authority unless you have attended all training required by Finance and Administration, Purchasing Services, and the Washington Department of Enterprise Services, including periodic refresher trainings.
- You must follow all University policies and procedures and applicable laws pertinent to the exercise of this contracting authority.

- You are required to seek guidance on any particularly sensitive or difficult matters as appropriate.
- This delegation of authority includes the obligation to manage the contracts in accordance with the terms therein after execution.
- Any agreement for goods or services exceeding the statutory "Direct Buy Limit" (currently \$10,000 and subject to change) must be competitively awarded or justified as a sole-source procurement through Purchasing Services.
- This delegation will remain in effect until the earlier of (a) three years from the date of issuance specified above, (b) your transition from the position specified above, or (c) my revocation of this delegated authority.

This delegation of authority is effective immediately. By exercising this authority you acknowledge that you understand the scope, limitations, and conditions 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