

September 7, 2021

Diane Rathbun  
Coordinator, Grant and Contract Administrator  
Office of Research  
Washington State University Vancouver  
Dengerink Administration Building (VDEN) 228  
Vancouver, WA 98686-9600

Dear Ms. Rathbun:

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 Coordinator, Grant and Contract Administrator for the Office of Research in Washington State University Vancouver:

The submission and administration of sponsored project proposals and related assurances related to research, extension, public service or instruction; submission of progress reports and execution of amendments limited to no-cost time extensions, changes in personnel and revised budgets related to sponsored projects, including but not limited to grants, contracts, and cooperative agreements subsequent to the initial award; and fellowship activation notices.

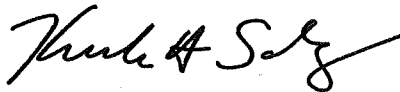
The following conditions and limitations apply to this delegation:

- 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