

January 27, 2023

Kim Small  
Operations Manager  
Sponsored Programs Services  
Washington State University  
240 French Administration Building  
Pullman, WA 99164-1025

Dear Ms. Small:

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 Operations Manager for Sponsored Programs Services in the Business Services/Controller's Office:

- 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.

The following conditions and limitations apply to this delegation:

- You are not authorized to execute contracts not specified above.
- You may not exercise this contracting authority unless you have attended all training required by the University 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.
- This delegation will remain in effect until the earlier of (a) your transition from the position specified above, or (b) 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,

A handwritten signature in black ink, appearing to read "Kirk H. Schulz".

Kirk H. Schulz  
President

cc: Attorney General's Office  
Finance and Administration  
Procurement & Contract Services