

PROCEDURE

The following procedures, referred to as “delegated authority projects”, must be adhered to when processing grants and research and service contracts that do not require federal compliance.

1. All agreements with a total cost between \$5,000 and \$50,000 must have a unique project code established that corresponds to that agreement by the Vice President for Finance Office.
2. A copy of all fully executed agreements should be forwarded to the Research Office, marked “Delegated Authority” or sent via email to del-auth@udel.edu. In the event an agreement is not available to send to the Research Office, a copy of the proposal or scope of work submitted to the sponsor should be forwarded to the Research Office with a comment indicating “no sponsor agreement provided”.
3. Agreements with foreign entities may not be executed under the Grants, Research and Service Contracts Not Requiring Federal Compliance policy. These agreements must be processed and executed through the University of Delaware Research Office.
4. If the published, negotiated Facilities and Administrative rates are not applied to the agreement, the Dean or Dean’s designee must sign the agreement indicating their approval of the non-negotiated Facilities and Administrative rate.