




March 20, 2015

MEMORANDUM

TO: John F. Morton
Vice President for Community Colleges

FROM: Vassilis L. Syrmos 
Vice President for Research and Innovation

SUBJECT: DELEGATION OF AUTHORITY TO SIGN AND EXECUTE EXTRAMURAL RESEARCH AND TRAINING AGREEMENTS CONTRACTS/GRANTS, AGREEMENTS AND CONTRACT ASSIGNMENT AND RELEASES

Under the authority delegated to me by Executive Policy EP 12.102, I hereby authorize John F. Morton, Vice President for Community Colleges and his designees, authority to sign and execute affiliation agreements, sponsored class, and sheltered class memoranda of agreements between the University of Hawai'i Community College(s), including Maui College, and an external agency, which are defined as:

1. Affiliation Agreement – An agreement between the College and an external agency that delineates responsibilities between the two parties when students are placed in clinical settings or internships within the external agency. No financial remuneration can be included in an affiliation agreement.
2. Sponsored Class – An agreement where an external agency pays all of or part of the cost of offering a class in lieu of charging tuition to students, provided that (a) no federal funds are involved; and (b) the agreement terms and conditions do not create risk to the university and are consistent with university policy. Agreements that include terms and conditions that could potentially create risk to the university or are inconsistent with university policy (including, but not limited to, requiring indemnification of the sponsor, or requiring the university to submit to a jurisdiction other than Hawai'i) should be reviewed and signed by the Office of Research Services.
3. Sheltered Class – An agreement between the College and an external agency to deliver a non-credit class for the agency where the funds will be deposited into the Community Colleges Special Fund accounts and provided that the contract or agreement is not for the type of awards listed below:
 - (a) Curriculum development projects at any level, including projects involving evaluation or curriculum or teaching methods;

- (b) Projects which involve students in community service activities for which they are receiving academic credit (e.g. service learning);
- (c) Activities funded by awards to departments or schools in support of students;
- (d) Dissertation work funded by grants, including grants for travel in relation to a dissertation;
- (e) Upward Bound program;
- (f) Source of funding from federal funds; and
- (g) Agreements that include terms and conditions that could potentially create risk to the university or are inconsistent with university policy (including, but not limited to, requiring indemnification of the sponsor, or requiring the university to submit to a jurisdiction other than Hawai'i)

Agreements that fall within categories a – g shall be reviewed and signed by the Office of Research Services.

4. Agreements for the payment of tuition and fees, regardless of source of funding; provided the fees are for (a) credit courses using established BOR rates or (b) non-credit courses with established rates, either as published tuition rates and fees, or rates established using approved campus policy, provided, however, that if such agreements include terms and conditions that could potentially create risk to the university or are inconsistent with university policy (including, but not limited to, requiring indemnification of the sponsor, or requiring the university to submit to a jurisdiction other than Hawai'i), the agreement shall be reviewed and signed by the Office of Research Services.

Except as set forth herein, the Office of Research Services shall continue to review, negotiate, and execute all extramurally sponsored agreements. This delegation of authority is effective as of the date of this memorandum.

c: Cynthia Quinn, Executive Administrator & Secretary of the Board of Regents
David Lassner, President
Darolyn Lendio, Vice President for Legal Affairs & University General Counsel
John Hashimoto, Director of Risk Management
Yaa-Yin Fong, Director, Office of Research Services
Community College and UH Maui College Chancellors
