CLEMSON UNIVERSITY
CONTRACT DELEGATION/SIGNATURE AUTHORITY
2017-2018

Jessica E. Adkins, Ph.D.
Support Center Manager - College of Agriculture, Forestry and Life Sciences and PSA

- To submit applications for external funding with no monetary threshold on behalf of the College of Agriculture, Forestry and Life Sciences and PSA, per standard operating procedures established by the Office of Sponsored Programs

Shirley A. Alexander
Procurement Manager

- Purchasing and procurement agreements when Director of Procurement is not available

Max Allen
Vice President and Chief of Staff

- Contracts regarding keynote speakers, workshop panelists and conference space for conferences and professional meetings pertaining to the President’s Leadership Institute, but only if exempt from the State Procurement Code

James M. Allison, Jr.
Director of Aviation/Chief Pilot

- Flight manifests and corresponding certifications

George R. Askew, Jr., Ph.D.
Vice President for Public Service and Agriculture and Dean - College of Agriculture, Forestry and Life Sciences

- Contracts, MOUs, and other agreements related to Public Service Administration
- “Plant Material Transfer Agreement” for the transfer of plant materials intended for evaluation and testing services only
- Applications with no monetary threshold on behalf of Public Service Administration and the College of Agriculture, Forestry and Life Sciences, under the guided supervision of the Office of Sponsored Programs

Sarah Balas
Fiscal Manager - Grants and Contracts Administration

- To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements

Todd E. Barnette
Interim Chief Facilities Officer

- A-49 documents
• Architect/Engineering amendments less than $200,000
• Construction contracts less than $250,000 unless BOT approval required
• Construction change orders less than $250,000 unless BOT approval required
• Indefinite Delivery Contracts and Delivery Orders (Architect/Engineering and Construction)
• Small Professional Architect/Engineering Service contracts less than $50,000
• Statewide contracts (OSE & MMO) that pertain to professional services and construction
• Determination Letters and Selection Plans to OSE for Alternative Delivery Methods

David E. Barrett, Ph.D.
Associate Dean of Academic Affairs and Research - Eugene T. Moore College of Education
• To sign applications for external funding with no monetary threshold on behalf of the Eugene T. Moore College of Education under the guided supervision of the Office of Sponsored Programs

Thomas Breazeale
Fiscal Manager – Grants and Contracts Administration
• To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements

Frances Brown
Fiscal Manager - Grants and Contracts Administration
• To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements

Pamela Brown
Grants Administrator - College of Agriculture, Forestry and Life Sciences and PSA
• To submit applications for external funding with no monetary threshold on behalf of the College of Agriculture, Forestry and Life Sciences and PSA, per standard operating procedures established by the Office of Sponsored Programs

Frederick M. Cartwright
Executive Director - CU-ICAR
• The authority to sign Business Partnership Agreements for CU-ICAR using the Business Partnership form approved by the Office of General Counsel
• Standard Mutual Non-Disclosure Agreements using the form agreement approved by the Vice President for Research - a copy of each executed NDA shall be forwarded to the Vice President for Research

Gina Cofield
Fiscal Manager - Grants and Contracts Administration
• To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements

Joseph D. Culin, Ph.D.
Associate Dean for Research and Graduate Studies - College of Agriculture, Forestry and Life Sciences
• To sign applications for external funding with no monetary threshold on behalf of the College of Agriculture, Forestry and Life Sciences under the guided supervision of the Office of Sponsored Programs

Roberta (Bobbi) L. Curry
Accounting/Fiscal Analyst - College of Behavioral, Social and Health Sciences and College of Education

• To submit applications for external funding with no monetary threshold on behalf of the College of Behavioral, Social and Health Sciences and the College of Education, per standard operating procedures established by the Office of Sponsored Programs

Brett A. Dalton
Executive Vice President for Finance and Operations

• The President’s designated alternate signatory in the President’s absence, provided that the Provost is consulted in advance for academic matters
• A-1 documents – establish or revise
• Architecture/Engineering contracts – all, including small contracts (<$25K)
• Architecture/Engineering amendments of $100,000 or more (note: state certification level)
• Construction contracts – all
• Construction change orders of $150,000 or more or change orders requiring BOT approval
• Indefinite Delivery Contracts; Architecture/Engineering and Construction
• DHEC permits
• Leases and land acquisitions, easements, encroachments, right-of-ways, environmental permits, financial commitments and other agreements related to real property transactions and management
• Power-of-Authority for export and customs purposes

Roberta H. Elrod
Director - Grants and Contracts Administration

• To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements
• To issue and execute associated sub-award agreements necessary to sponsored program performance
• Amendments, extensions and documents related to a previously awarded research grant, contract or cooperative agreement
• Fiscal/Financial Authorized Representative for externally funded proposals and awarded research grants, contracts, or cooperative agreements

Richard E. Goodstein, Ph.D.
Dean - College of Architecture, Arts and Humanities

• All author agreements related to Early Modern Culture using the Single Author Agreement and Release form approved by the Office of General Counsel - any changes to the agreement or form must be approved by the Office of General Counsel

Austin Grant
Fiscal Manager – Grants and Contracts Administration

• To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements
Marilyn Grant  
Fiscal Manager – Grants and Contracts Administration  
- To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements

John D. Griffin, Ph.D.  
Associate Provost and Dean of Undergraduate Studies  
- Contracts for hotels, speakers, catering and other activities associated with the annual conference of the International Center for Academic Integrity, and similar events put on by the Rutland Institute that are exempt from the State Procurement Code

Doug Hirt, Ph.D.  
Associate Dean for Research and Graduate Studies - College of Engineering, Computing and Applied Sciences  
- To sign applications with no monetary threshold on behalf of the College of Engineering, Computing and Applied Sciences under the guided supervision of the Office of Sponsored Programs

Kathy B. Hobgood  
Assistant Vice President and Executive Director of Housing and Dining  
- Student housing agreements

Angela Holland  
Fiscal Manager - Grants and Contracts Administration  
- To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements

William Charles Hood, Jr.  
General Counsel  
- Settlement agreements and stipulations of dismissal where no payment of funds is due from Clemson University

Thomas Hudgins  
Managing Director of The Brooks Center for the Performing Arts  
- Performance agreements related to use of Brooks Performing Arts Center that are exempt from the State Procurement Code

Almeda R. Jacks, Ph.D.  
Vice President of Student Affairs  
- Agreements with the City of Clemson regarding municipal services; entertainment and speaker agreements as exempt from the SC Procurement Code; service contracts related to student affairs as exempt from the SC Procurement Code
Sarah Jaeschke  
Grants Administrator - College of Science  
- Submit applications for external funding with no monetary threshold on behalf of the College of Science, per standard operating procedures established by the Office of Sponsored Programs

Robert H. Jones, Ph.D.  
Executive Vice President for Academic Affairs and Provost  
- Agreements regarding academic programs, collaboration and affiliation  
- Agreements for nursing and education, service contracts  
- Faculty employment offer letters, renewal letters, non-reappointment letters, and employment contracts  
- International Agreements of Cooperation  
- Has any authority delegated to a direct report of the Executive Vice President for Academic Affairs and Provost

Tanju Karanfil, Ph.D.  
Vice President for Research  
- All Clemson University program applications for external funding support that commit University facilities, equipment or research instructional or extension faculty or staff in order to achieve the stated objective(s) of the proposed application  
- The VPR is authorized to execute, in the name of Clemson University, the associated grant or contractual agreements for sponsored program support, and all related representations, certifications, compliance assurances, or other documents required by sponsoring agencies’ policies - included within this authorization is the approval to issue and execute associated subcontract agreements necessary to sponsored program performance  
- Authorized to execute license agreements, non-disclosure or confidentiality agreements associated with proprietary or intellectual property matters and to execute University Power of Attorney and related Patent and Trademark Office documents  
- “Certifications Regarding the Release of Controlled Technology or Technical Data to Foreign Persons in the United States” for immigration petitions

Karl B. Kelly  
Director of Commercialization and Technology Incubation  
- Standard Mutual Non-Disclosure Agreements related to Clemson using the form agreement approved by the Vice President for Research - a copy of each executed NDA shall be forwarded to the Vice President for Research

Russell Kaurloto  
Vice President for Information Technology and Chief Information Officer  
- Agreements for the provision of computing services by Clemson University including hosting agreements, service contracts and confidentiality agreements (this does not include procurement contracts)  
- Execute invoice certifications for SCDHHS contracts
Jeremy King, Ph.D.
Associate Provost for Institutional Effectiveness
  • Documents related to accreditation of the University (e.g. SACS)

JoVanna J. King
Principal Gifts Senior Director - Office of Development
  • Trusts, estate and insurance documents authorizing acceptance of bequests to Clemson University

Charles R. Kneple
Vice President for Enrollment Management
  • Student financial aid agreements

Lynn R. Kunkle
Grants Administrator - Office of Sponsored Programs
  • To submit applications and accept awards on behalf of all units at Clemson University with no monetary threshold, per standard operating procedures established by the Office of Sponsored Programs

Karen L. Lantgios, MHRD, MBA
Accounting Manager - Grants and Contracts Administration
  • To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements
  • To issue and execute associated sub-award agreements necessary to sponsored program performance
  • Amendments, extensions and documents related to a previously awarded research grant, contract, or cooperative agreement
  • Fiscal/Financial Authorized Representative for externally funded proposals and award research grants, contracts, or cooperative agreements

Angela E. Leidinger
Vice President for External Affairs and Executive Secretary to the Board of Trustees
  • Contracts with consultants on public policy and governmental relations that are exempt from the State Procurement Code
  • For documents requiring the signature of both the President and the Executive Vice President for Academic Affairs and Provost, the Executive Secretary to the Board of Trustees is authorized to serve as the President’s designated alternate signatory in the President’s absence

Sheila T. Lischwe, Ph.D.
Director of Sponsored Programs/Senior Contract Negotiator
  • All Clemson University program applications for external funding support that commit University facilities, equipment or research, instructional or extension faculty or staff in order to achieve the stated objective(s) of the proposed application
  • Authority to execute, in the name of Clemson University, the associated grant or contractual agreements for sponsored program support and all related representations, certifications, compliance assurances or other documents required by sponsoring agencies’ policies - included within this authorization is the approval to issue and execute associated subcontract agreements necessary to sponsored program performance
• Authority to execute material transfer agreements, non-disclosure or confidentiality agreements associated with proprietary or intellectual property matters
• Authority to execute research-related but unfunded data use, data security, consortium and collaboration agreements

Karen Littleton  
Grants Manager – College of Business, College of Behavioral, Social and Health Sciences and the College of Education  
• To submit applications for external funding with no monetary threshold on behalf of the College of Business, the College of Behavioral, Social and Health Sciences and the College of Education, per standard operating procedures established by the Office of Sponsored Programs

Jeffery S. Martin, Ph.D.  
Executive Director of the Conference Center and Inn  
• Execute contracts for use of the Madren Center facilities

Lori Martin  
Fiscal Manager – Grants and Contracts Administration  
• To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements

Timothy A. Match  
Associate Athletics Director for Revenue Opportunities/Director of Licensing  
• License agreements regarding Clemson University registered marks  
• Trademark registration documents for the Tiger Paw mark

John T. McEntire  
Director of Capital Projects - University Facilities  
• A-49 documents  
• Architect/Engineering amendments less than $200,000  
• Construction contracts less than $250,000 unless BOT approval required  
• Construction change orders less than $250,000 unless BOT approval required  
• Indefinite Delivery Contracts and Delivery Orders (Architect/Engineering and Construction)  
• Small Professional Architect/Engineering Service contracts less than $50,000  
• Statewide contracts (OSE & MMO) that pertain to professional services and construction  
• Determination Letters and Selection Plans to OSE for Alternative Delivery Methods  
• Architect/Engineering selection forms and letters including SE-210 (advertisement) through SE-220 (request for authority to execute Architect/Engineering contract documents).

Bettie McGowan-Hudson  
Grants Administrator - College of Behavioral, Social and Health Sciences and College of Education  
• Submit applications for external funding with no monetary threshold on behalf of the College of Behavioral, Social and Health Sciences and the College of Education, per standard operating procedures established by the Office of Sponsored Programs

John D. Morgenstern, Jr., DPhil  
Director – Clemson University Press and Center for Electronic and Digital Publishing
• All book, book series, journal and contributor agreements using the standard form agreement approved by the Office of the Provost and the Office of General Counsel – any changes to the agreement or form must be approved by the Office of General Counsel

**Eric R. Muth, Ph.D.**
Associate Dean for Research and Graduate Studies - College of Behavioral, Social and Health Sciences and College of Business

• To sign applications for external funding with no monetary threshold on behalf of the College of Behavioral, Social and Health Sciences and the College of Business under the guided supervision of the Office of Sponsored Programs

**Dianne M. Myers**
Program Manager - College of Engineering, Computing and Applied Sciences

• Submit applications for external funding with no monetary threshold on behalf of the College of Engineering, Computing and Applied Sciences, per standard operating procedures established by the Office of Sponsored Programs

**Michael J. Nebesky**
Director of Procurement

• Purchasing and procurement agreements
• Powers-of-Attorneys for export and customs purposes

**Graham R. Neff**
Deputy Athletics Director

• Procurement contracts that include the purchase of goods or services by the Department of Athletics using athletic-generated funding to include consulting agreements, travel related contracts, service agreements and purchasing agreements - not included in this list are contracts that result in revenue back to the University which are not exempt from State Procurement and must be handled according to state procedures
• License agreements for the short term use of athletics facilities
• Agreements related to student awards including letters of intent and athletic scholarship agreements

**John H. A. Parrish, DVM, Ph.D., ACLAM, LSSBB**
University Veterinarian

• Agreements related to the care of animals used in research and teaching
• Technical Services Agreement using the form agreement approved by the Vice President for Research

**Tony J. Putnam**
Executive Director - Utility Services

• DHEC and EPA permits

**Daniel Radakovich, Jr.**
Director of Athletics

• Procurement contracts that include the purchase of goods or services by the Department of Athletics using athletic-generated funding to include consulting agreements, travel related contracts, service
agreements and purchasing agreements - not included in this list are contracts that result in revenue back to the University which are not exempt from State Procurement and must be handled according to state procedures

- Lease agreements for short term (less than 3 month) leases or leases of less than $25,000 for real property by the Department of Athletics, not to include lease agreements for the lease out of property
- License agreements for the short term use of athletics facilities
- Agreements with institutions, conferences, bowls, or the NCAA for athletic events
- Agreements related to student awards including letters of intent and athletic scholarship agreements
- Employment agreements for athletic administrators including coaches

Christopher L. Ray, Ph.D.
Director - Clemson University Experiment Station

- Contracts and other agreements related to the sale of crops from the Clemson University Research and Education Centers with prior notification to and approval of the Vice President for Public Service and Agriculture

Linda J. Rice
Director - Risk Management

- Insurance release and proof of claims forms
- Applications for insurance

Terry H. Rumph
Grants Administrator - College of Engineering, Computing and Applied Sciences

- Submit applications for external funding with no monetary threshold on behalf of the College of Engineering, Computing and Applied Sciences, per standard operating procedures established by the Office of Sponsored Programs

Laxmikant Saraf, Ph.D.
Director - Electron Microscope Facility

- Standard technical service agreements (TSAs) related to the electron microscope laboratory using the form agreement approved by the Vice President for Research - a copy of each executed TSA shall be forwarded to the Vice President for Research

Christopher A. Saski, Ph.D.
Director - CU Genomics Computational Biology Laboratory

- “Material Transfer Agreements” – applicable to online orders for sequencing and other technical services offered online
- “CUGI Services Agreement” – applicable to contracts for technical services that are not offered online
- “CUGI Change Order Form” – applicable to changes to online and other orders

Cindy Seaborn
Fiscal Manager – Grants and Contracts Administration

- To sign and execute invoices and financial reports for externally funded research grants, contracts, or cooperative agreements
James H. Spencer, Ph.D.
Associate Dean for Research and Graduate Studies - College of Architecture, Arts and Humanities
  • To sign applications for external funding with no monetary threshold on behalf of the College of Architecture, Arts and Humanities under the guided supervision of the Office of Sponsored Programs

Lesly Temesvari, Ph.D.
Associate Dean for Research and Graduate Studies - College of Science
  • To sign applications with no monetary threshold on behalf of the College of Science under the guided supervision of the Office of Sponsored Programs

Diana S. Thrasher
Grants Administrator – Office of Sponsored Programs
  • Submit applications and accept awards on behalf of all units at Clemson University with no monetary threshold, per standard operating procedures established by the Office of Sponsored Programs

Gerald A. Vander Mey
Director - University Planning and Design
  • Comprehensive Permanent Improvement Plan C4 (ongoing cost) documents
  • Architect/Engineering selection forms and letters including SE-210 (advertisement) through SE-220 (request for authority to execute Architect/Engineering contract documents)