

UNC Eshelman School of Pharmacy— Agreement Type, Signature Delegation, and Review Process

General Expectations:

1. Faculty, Staff, and Students are not authorized to sign contracts on behalf of the University. Authority to sign contracts on behalf of the University is governed by the [University Policy on Signing University Contracts](#).
2. The University’s Policies on [Conflict of Interest and Conflict of Commitment](#) are additional resources for consideration as you evaluate opportunities.
3. For all contracts or agreements related to research that route through central offices, faculty and support staff should consult the “How-Tos” section on the FAO Pharmacy Research page located at <https://faopharmacy.unc.edu/grants/research-support/>.
4. The agreements below require School signature and faculty and staff should follow the processes outlined in the grid below.
5. If your agreement is not covered on the grants page or in the chart below or for other legal questions, please contact Associate Dean of Strategic Risk Management.

| Agreement Type | Signature Authority | Archive of Final File with Annual Review | Review Process: |
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| Memorandum of Understanding (MOU) w/o Financial Commitment and Letters of Intent (LOI) | Dean (note Review Process) | Pending | <ol style="list-style-type: none"> 1. Submit to the Office of the Executive Vice Dean/Chief Operating Officer (EVD/COO). 2. Determine need for legal or other review. <ol style="list-style-type: none"> a. If an LOI with an organization or School outside of the United States, submit draft to the Manager of Global Partnership Administration (MGPA), Office of the Vice Provost for Global Affairs (OVPGA). MGPA routes document through own process. 3. EVD/COO presents to Dean for signature. |
| MOU and Contracts with Financial Commitment (non-research) | Vice Chancellor for Finance and Operations (note Review Process) | Pending | <ol style="list-style-type: none"> 1. Follow above upon initial negotiation that occurs at the Division, Office, or Department level. 2. Legal review by Office of University Counsel required. 3. If for \$500k and above, Dean co-signs and submits to VC for Finance and Operations for signature. 4. If for less than \$500k, EVD/COO (Dean designee) co-signs and submits to VC for Finance and Operations for signature. |
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| Fellowship Agreements (Renewal) | Vice Chancellor for Finance and Operations (note Review Process) | Pending | <ol style="list-style-type: none"> 1. Make necessary changes to the old contract <ol style="list-style-type: none"> a. Budget which includes salary, FICA, career development expenses, etc. b. Variable costs 2. Internal Review - Send to Assoc Dean for Research and Graduate Education <ol style="list-style-type: none"> a. Decide whether qualifies as fellowship agreement b. Decide whether needs to be routed through OSR. If routed through OSR, the grants administration team will assist with the process. If routed through VC for Finance and Operations, then conduct COI and compliance check with School leads. 3. External Review - Submit to Partner/Organization for review 4. Legal review by Office of University Counsel required. 5. If for \$500k and above, Dean co-signs and submits to VC for Finance and Operations for signature. 6. If for less than \$500k, EVD/COO (Dean designee) co-signs and submits to VC for Finance and Operations for signature. |
| Fellowship Agreements (New) | Vice Chancellor of Research in OSR (note Review Process) | Pending | <ol style="list-style-type: none"> 1. Discussions between UNC ESOP and Partner/Organization 2. Internal Review - Send to Assoc Dean for Research and Graduate Education <ol style="list-style-type: none"> a. Decide whether qualifies as fellowship agreement b. Route through OSR. The grants administration team will assist with the process. |

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| Residency Agreements | Vice Chancellor for Finance and Operations (note Review Process) | Pending | <ol style="list-style-type: none"> 1. Discussions between UNC ESOP and Site Owner on cost and if resident(s) will be UNC employee(s) or affiliate(s) 2. Initial agreement sent to Legal and Site Owner for review 3. Internal Review – send to EVD/COO and Associate Dean for Strategic Risk Management (ADSRM) 4. External Review – Submit to Site Owner for signature 5. Submit for EVD/COO for signature 6. Submit for final signature from Vice Chancellor for Finance and Operations |
| Experiential Program Agreements | Vice Chancellor for Finance and Operations (note Review Process) | Pending | <ol style="list-style-type: none"> 1. Submit to Office of the Vice Dean for Professional Education for review and approval. 2. Legal review by Office of University Counsel required. 3. If for \$500k and above, Dean co-signs and submits to VC for Finance and Operations for signature. 4. If for less than \$500k, EVD/COO (Dean designee) co-signs and submits to VC for Finance and Operations for signature. |
| Procurement Agreements (including \$0 software agreements) | UNC Procurement Office (note Review Process) | Pending | <ol style="list-style-type: none"> 1. Submit to Finance Team with appropriate budget documentation. <ol style="list-style-type: none"> a. If Software/Technology follow process for evaluation via the Technology Governance Committee. <ol style="list-style-type: none"> i. If standalone \$0 software agreement, submit to purchasing as \$0 requisition. If software agreement is part of other agreements, office responsible for handling other agreements coordinates with appropriate offices and agreements |

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| | | | <p>should be forwarded to main UNC contract point of contact.</p> <p>2. All agreements >\$2500 must be approved by EVD/COO or designee prior to final approval.</p> |
| Grants and Research Contracts | Grant Office (note Review Process) | Pending | 1. Work with your assigned grants manager who will assist you through this process. |
| Space Usage Agreements | EVD/COO | Pending | 1. Pending |
| Gifts and Foundation Awards | Vice Chancellor for Development (note Review Process) | Pending | <p>1. Pharmacy Foundation manages and submits to the EVD/COO.</p> <p>2. COI and compliance check with School leads.</p> <p>3. Dean co-signs and submits to VC for Development.</p> |
| Internal to UNC-CH MOUs | Dean or designee (note Review Process) | Pending | <p>1. Submit to the Office of the EVD/COO.</p> <p>2. Determine need for legal or other review.</p> <p>3. EVD/COO presents to Dean for signature.</p> |