

Office of Technology Transfer Signature Grid

This grid indicates the required approval level or signature authority for various documents within the Office of Technology Transfer

	Chief Technology Officer, Asst. or Assoc.	Senior Licensing Associate, Licensing Associate
Contracts at or below \$100,000 (note 1)	X	
Contracts at or below \$250,000 (note 2)	X	
Contracts at or below \$75,000 (note 3)	X	X
Contracts at or above \$25,000 (note 4)	X	X
Legal Fees for protection of and licensing of intellectual property	X	X

General Notes:

Note 1: Including: (a) professional consulting and independent contractor agreements, (b) personnel agreements including offer letters, settlement agreements, performance agreements, and severance agreements, upon consultation as appropriate with the Vice President of Human Resources and the Office of the General Counsel, (c) speakers agreements, and (d) all other similar contracts and agreements for which authority has been delegated to individuals reporting to the office

Note 2: Are not sponsored grants or contracts but include license agreements (including software, copyright, amendments, options, sublicense, in-license), confidentiality or non-disclosure agreements, material transfer agreements, restricted disclosure agreements, royalty sharing agreements, release agreements, patent documents, final invention statements, termination agreements, stock purchase agreements, shareholder agreements, promissory notes, assignments, registration rights and inter-institutional agreements

Note 3: Are not sponsored grants or contracts but include confidentiality or non-disclosure agreements, restricted disclosure agreements, and patent documents

Note 4: Are not sponsored grants or contracts but include confidentiality or non-disclosure agreements, restricted disclosure agreements, and patent documents