



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**ASSISTANT VICE PRESIDENT FOR RESEARCH**  
**and**  
**Elaine Stewart**

It is mutually agreed that:

Effective July 1, 2007, the Assistant Vice President for Research (hereinafter referred to as AVP) on behalf of the Office of Sponsored Programs (OSP) delegates proposal submission authority to Elaine Stewart (hereinafter referred to as MEMBER), a member of Penn State's ACOR Organization, for the specific purpose of submitting proposals on behalf of The Pennsylvania State University for Outreach to the following:

- Unsolicited proposals to all non-federal sponsors, including Commonwealth of Pennsylvania Agencies, Companies, Corporations and Foundations;
- Solicited proposals to general announcements such as BAA's, RFQ's, RFA's, and RFP's that do not involve comment on terms and conditions;
- Revisions to original proposals submitted under the above conditions.

MEMBER has the authority to submit all proposals meeting the requirements of the specific agency and University policy and in accordance with operating procedures established by OSP. Proposals requiring institutional cost sharing (including the waiver of indirect costs) beyond established policy levels require approval from either OSP or the Controller's office (as appropriate) prior to submission. Proposals in response to programs that limit submission to a specific number per institution must have been approved for submission by the appropriate review committee.

In addition, MEMBER has the authority to negotiate non-federal agreements on behalf of Penn State with sponsors Outreach has worked with in the past. Agreements of this nature (up to \$300K) can be prepared for Jeff Smith's signature. If a sponsor Outreach has worked with in the past modifies its terms and conditions, MEMBER should collaborate with OSP to ensure such modifications are acceptable to Penn State.

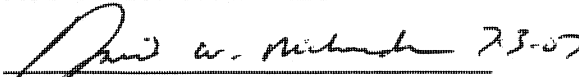
Proposals must be entered into SIMS at the time of submission; awards must be entered at the time of receipt. Award documents must be scanned in accordance with OSP procedures.

AVP reserves the right to perform quality control reviews of proposals submitted and awards accepted for adherence to policy and guidelines. Failure to comply with any of these requirements will result in the withdrawal of this authority. This agreement may be terminated at any time by either party. This MOU supersedes previous versions.

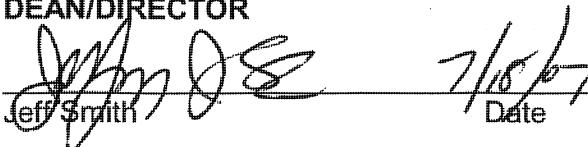
**MEMBER**

  
Elaine Stewart 7/16/07  
Date

**ASSISTANT VICE PRESIDENT**

  
David Richardson 7-3-07  
Date

**DEAN/DIRECTOR**

  
Jeff Smith 7/16/07  
Date