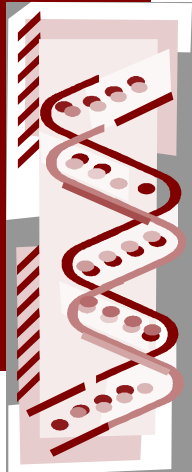


What's In A Signature?



Office of the
Vice Provost
for Research
and Advanced
Studies

Office of
Biotechnology

April 2001

All documents that obligate Iowa State University personnel, facilities, intellectual property, or other resources require signatures—some more than others. Are all these signatures really necessary, and what do they mean?

The Authorized Signature

All documents that obligate Iowa State University personnel, facilities, intellectual property, or other resources in *any* way require an *authorized* ISU signature. This signature assures that appropriate policies, procedures, and legal requirements have been addressed.

For sponsored agreements, intellectual property management, and other collaborative arrangements, there are designated ISU signatories who are responsible for compliance. The Office of Sponsored Programs Administration (**OSPA**) is the designated signatory for documents related to externally funded projects and other collaborative arrangements, such as confidentiality, material transfer, and professional services agreements. The ISU Research Foundation (**ISURF**) is the designated signatory for documents related to intellectual property disclosed to that office, such as confidentiality, material transfer, research, and license agreements.

Some agreements are complex enough to require signatures from both **OSPA** and **ISURF**. The two offices work together on these agreements.

The Principal Investigator's Signature

In addition to the authorized signature, it is appropriate to have the Principal Investigator (PI) sign agreements. The PI's signature provides an acknowledgement that the PI has accepted the terms and conditions of the agreement and approves the scope of work. The terms and conditions include the terms of confidentiality, material transfer, reporting obligations, payment structures, etc.

Additional Signatures

For some agreements, even more signatures are required. Department and college procedures govern whether the deans, directors, and/or DEOs also sign the agreements. Procedures differ greatly between colleges and departments. These offices should be consulted to determine the appropriate signatures.

The Sponsor's Signature

The Sponsor will also have an authorized signatory to the agreement. Usually, the authorized signatory is *not* the technical contact for the agreement but will sign in addition to the authorized signatory.

If you have any questions, about this tip sheet or working with industry, please contact:

Lisa Lorenzen
Biotechnology Industrial Liaison
1210 Molecular Biology Building

Phone: (515) 294-0926
Email: llorenze@iastate.edu

Acknowledgement: A special thanks to Matt Clark, Valrey Kettner and Ken Kirkland, Nita Lovejoy for their assistance in preparing this Tip Sheet.