Policy

UNIVERSITY POLICY **PR-01.03-04/18**

TO: University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Sponsored Research Exemption

Responsible Office/ Executive: Division of Finance and Administration

I. Policy/Purpose:

To provide procedural guidance for and exemption for Sponsored Research from the competitive bidding requirements of Florida Statutes.

II. Authorization:

The Associate Vice President for Research may initiate authorization for the exemption of a contract related to a research project from competitive bidding requirements pursuant to the authority of Section 1004.22, Florida Statutes, Florida Board of Governors Regulation 18.001(6)(d)22., and University of West Florida Regulation 6.0055.

III. Qualification for Exemption:

In order to qualify for the exemption, the proposed purchase of goods or services must be: (a) fully funded from sponsored research funds; and (b) necessary for the efficient or expeditious prosecution of a research project.

IV: Certification and Approvals Required:

The certification of the Associate Vice President for Research that the proposed purchase meets these requirements shall be submitted to the University President or designee for final approval. After certification, the President may exempt the purchase of

materials, supplies, equipment, or service.

V. Documentation:

The Office of Procurement shall be provided copies of all required documentation.

Approved: Martha Saunders
Dr. Martha D. Saunders, President

Date: 4.19.18

Authority: FL Stat § 1004.22, UWF Reg 6.0055