August 29, 2018

MEMORANDUM

TO: Texas A&M University College Deans and Department Heads

FROM: Dr. Mark A. Barteau, Vice President for Research

SUBJECT: Delegation of Authority to Department Heads for the University Approved Capstone Templates and Student Agreements with U.S. Based Companies or Government Agencies

By this document, I hereby re-delegate authority held by me in my role as Vice President for Research to department heads and deans regarding the approval process for Texas A&M University approved capstone templates and student agreements with U.S. based companies or government agencies. The Department Head will be responsible for assessing the capstone agreements and courses being offered along with any associated administrative procedures. The Department Head will have delegated authority to sign on behalf of the institution, as long as the capstone and student agreements remain in the University approved format, and a copy of the signed capstone agreement is provided to my office. Any changes or addenda to the capstone or student agreement, other than the name of the sponsor, must be reviewed and approved by my office. The approved capstone and student agreements can be found on the Division of Research webpage: https://vpr.tamu.edu/researchadmin/capstones.

This authority is being granted to accommodate the short time frame surrounding these agreements as the projects are based on the academic semesters and availability and/or interest of eligible students. It also allows the capstone faculty and departments to maintain a close relationship with the sponsor.

In addition, I delegate the review of all student agreements to the College Dean for those capstones sponsored by U.S. based companies or government agencies, since these student courses are under the purview of the College. The College Dean may further delegate the review of the student capstone agreements to the department head or continue to use the Office of the Vice President for Research (OVPR) services. While the university cannot provide legal services to the students asked to sign these agreements, it can ensure the sponsors are not overreaching in their student agreements. These agreements need to be reviewed to ensure capstone sponsors requesting intellectual property rights or confidentiality are not exceeding the scope of the capstone project. All student intellectual property requests from capstone sponsors must be limited to the specific project activities.

Once the agreement has been signed, a copy must be forwarded to Autumn Biggers (autumnbiggers@tamu.edu) in our office as all university agreements must be screened for compliance and kept on file. After our office has signed acknowledging the agreement, we will forward to SRS for account set-up, if applicable.

Again, our office stands ready to assist you in establishing these agreements to support the valuable Capstone experiences. Please let Carol Cantrell, Autumn Biggers or me know if you have questions or further input into this process.

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Sincerely,

Mark A. Barteau  
Vice President for Research  
Halliburton Chair in Engineering  
Texas A&M University

cc: College Deans  
Department Heads  
Ms. Carol J. Cantrell  
Ms. Autumn B. Biggers