



MEMORANDUM

TO: University Council

FROM: Christina Graham, CFO, Vice President for Business and Finance; Nicholas Hagemeyer, Vice Provost for Research and Chief Research Officer; Harden Scragg, Associate Policy Counsel, Office of University Counsel.

DATE: January 8, 2024

RE: Consent Agenda: **Procurement Policy for Sponsored Projects**

I. Confined Spaces Access Policy.

A. Policy Purpose.

This policy specifies the special requirements for procurement for Sponsored Programs at East Tennessee State University (ETSU or University)

B. Public Comment Period.

This policy was posted from for public comment from 12/11/23 through 01/05/24. No comments were received during the public comment period.

C. Legal Review.

The Office of University Counsel completed its review of this policy on 12/15/23 and found no legal issues.

D. Recommendation.

IN CONSIDERATION of all of the above, the Office of University Counsel confirms the requirements under the Policy Development and Administrative Rule making Policy have been met, and the Offices of Business and Finance and Research and Sponsored Programs Administration recommend **APPROVAL** of the **Procurement Policy for Sponsored Projects**.