

# Research Administration Practices (RAP) Sessions

Industrial Proposals Tips and Resources

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# Agenda

- Welcome and Objectives
- Industrial Overview
- Information needed for negotiating
- Feedback/Questions/Wrap

# Industrial - Overview

- Industrial Overview –
- <https://osp.mit.edu/grant-and-contract-administration/information-industrial-sponsors>
- Important Contact and Helpful Resources –
  - OSP Contract Administrator - <https://osp.mit.edu/about-osp/staff/by-department>
  - RA-Help@mit.edu/KC-help@mit.edu

# What information does OSP need to draft and negotiate a sponsored agreement?

## A. Statement of Work, including Deliverables

- What activities will MIT undertake?
- What is the timeline for activities – start, end, when are deliverables due?
- Where will MIT activities occur?
  - On campus – which DLCs are involved?
  - Off campus – where? By whom?
- Contemplated results of activities?
  - Deliverables, report, publications, conference, presentation, website
  - Intellectual Property (IP): inventions, software, documentation, database, materials
  - Background IP: will MIT need to license any to the Sponsor(s)?

# What information does OSP need to draft and negotiate a sponsored agreement?

## B. Budget

- What costs will Sponsor(s) reimburse?
- How will funds be used?
- Any MIT cost-sharing? From which accounts?
- Any other sources of funding to be sought and used in support of the activities? Identify sources

# Questions OSP may ask before negotiating an agreement

- Visiting Researchers: Sponsor personnel conducting research at MIT (and/or MIT personnel at Sponsor facilities?)
- Sponsor/MIT proprietary info/materials: Are we receiving proprietary information or materials from Sponsor (is MIT sending anything to Sponsor in which we claim IP rights)?
- Foreground/Background IP issues: a particular field of use?
- Terms for Payments, publication, security, termination, etc?
- Signature Deadline for getting the agreement signed?
- Contact Info: Sponsor negotiators and key decision-maker(s)
- Anything else: other particular concerns Investigator/you are aware of?

# Can OSP start drafting and negotiating with incomplete or changing information ?

- Yes, **but we may prefer to wait:**
- Terms may change if research plans change
- Different activities present different risks for MIT and Sponsor(s)
- Different deliverables and/or results may affect IP and/or Publication terms
- Different budgets, timelines, affect payment terms
- Cost sharing and multiple funding sources affect IP and publication terms

**Changes prolong negotiation/require extra work**