Research Administration Practices (RAP) Sessions

Industrial Proposals Tips and Resources

December 11, 2017

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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