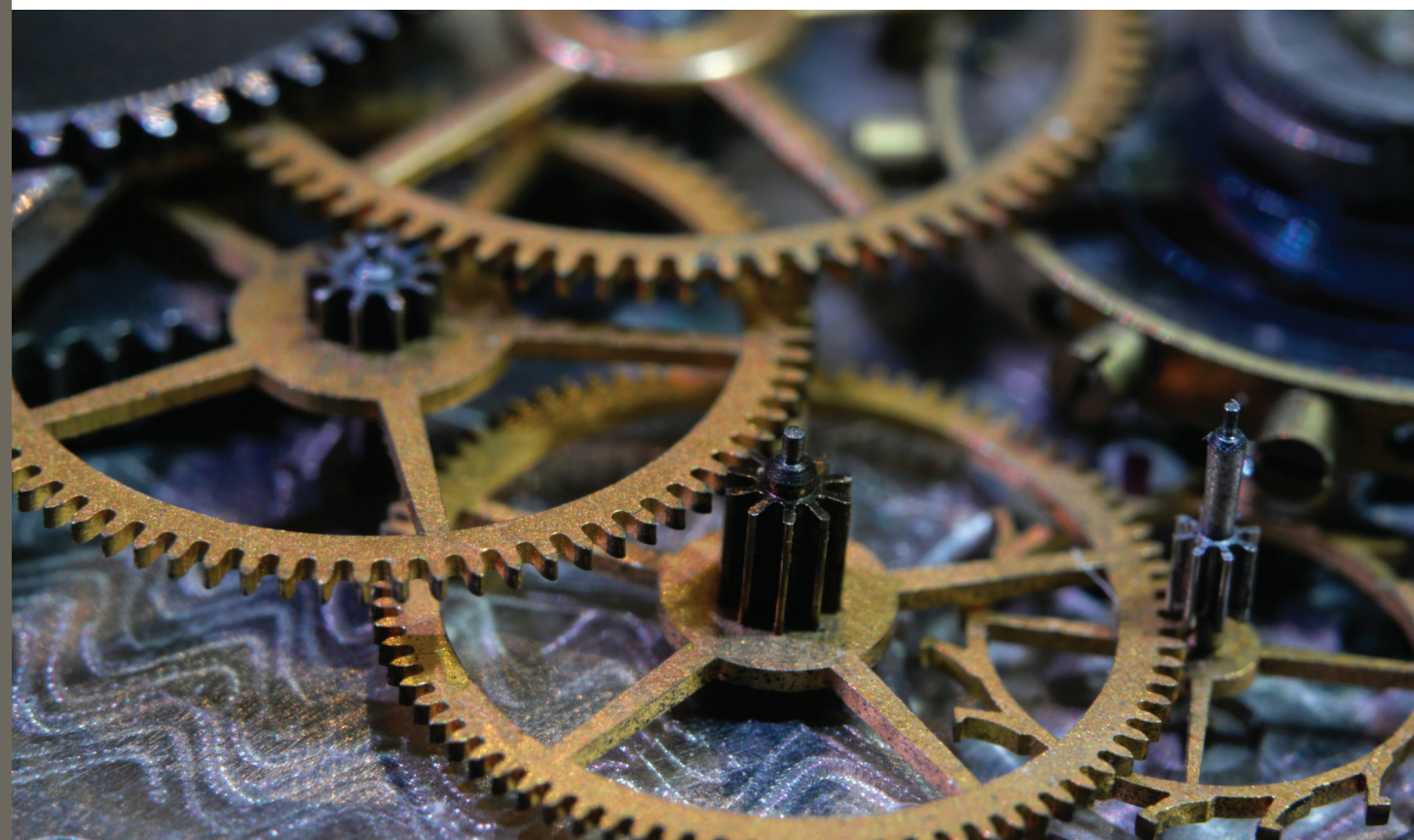




Strengthening
University-Industry
Partnerships



Researcher Collaborative Visits

Key Elements to Consider

About UIDP

UIDP is a non-profit association comprised of leading innovation companies and highly regarded research universities from all over the world who work to find better ways to partner and increase the benefits from collaborations between the sectors.

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UIDP Researcher Collaborative Visit Project

In today's increasingly interdisciplinary and complex research and development environment, leading academic and corporate researchers can find tremendous value from spending dedicated work experiences in research labs away from their employer site. When structured appropriately, these experiences can provide significant benefit to both parties involved with these placements. These include advancing the relationship between the institutions, the quality of the research, the nature and quantity of collaborations, and the individual's professional career. The University-Industry Demonstration Partnership (UIDP - uidp.org) members have adopted a project that examines the myriad of issues that must be addressed when companies and universities seek to host (or place) researchers from the other sector. As an initial deliverable, the UIDP has created this Key Elements Table that identifies the benefits, challenges, and other issues that must be addressed in order to provide maximal value to both parties engaged with these researcher collaborative visits. ***Please share this document with the appropriate representatives from your organization including lab managers, department chairs, associate deans, and business unit heads.***

This Key Elements Table is a first step, and the UIDP community will work to develop a more comprehensive and robust guidance document in the near future. As is consistent with UIDP tradition and practice, we welcome the input and feedback from our member institutions in developing additional deliverables for this project. We wish to give special thanks and recognition to the project co-chairs – Deborah Radasch (Boeing) and Goran Matijasevic (University of California, Irvine) for the leadership in the development of this quick guide.

The UIDP Community

Key Elements Table

Purpose	Specific Subjects for Consideration
Purpose of the Researcher Visit	
Value proposition - the benefits for research exchange to the parent entity	Expectations - what are the interests of the sending and receiving institutions
	Deliverables
	Reporting Relationship(s)
	Funding Source(s)
	Sponsor / mentor (identifying the sponsor within the institution, sponsor succession planning [if sponsor leaves their duty])
One-time or umbrella agreements (continuing the relationship beyond the one researcher visit)	
Intellectual Property	
Establish framework for handling IP	Aspects of background IP foreground IP (tangible / intangible), license arrangements
	Management of trade secrets and confidential information
	Data exchange
	Copyrights
Confidentiality	
Manage expectations	Identification and treatment of confidential information
	Non-disclosures
	Releasability of publications / presentations
	Third party materials and obligations
Liability/Indemnification	
Ensure understanding of liability	Liability issues regarding performance of the researcher visit
	General and lab safety procedures
	Institutional policies and procedures

Security	
Awareness of U.S. and international security considerations and institutional operating procedures	Eligibility to work (ITAR, EAR vs FRE, classified research, use of university-affiliated organization e.g. foundation)
	Export Control
	Visa / Citizenship vs. non-resident
	Controlled Commerce List
Financial Considerations	
To clarify expectations about financial and reporting obligations that result from the researcher visit	Financial support for visit (travel, per diem, insurance, relocation costs)
	Tax compliance
	Time and Effort reporting
Administrative Vehicle for the Visit (e.g., Contracts, Cooperative Agreement, Visiting Scientist Agreement)	
To determine the proper contractual vehicle and associated agreement management	Agreement name
	Signature requirements / authority
	Applicable Laws
	Termination of the agreement
	Reporting requirements
Cultural Expectations / Norms	
To be aware of and experience cultural differences between academic and industry cultural environments	Business etiquette (dress code, hours, meetings, scheduling, vocabulary, email etiquette)
	Understand organizational politics (cultural differences)
	Sharing of knowledge and expertise at the hosting institution (mentoring students, lectures, etc.) Network with peers in informal ways; invitations to (meetings, lectures, lunches, and other ways to connect)
Multiparty Arrangements	
To understand the complexities associated with multiple parties involved in the researcher visit	Centers with multiple companies / universities
	Multiple companies working at the same location or on the same project - precompetitive research / antitrust issues
Conflict of Interest / Commitment	
Recognition that the visiting researcher is still an employee of the sending institution	Conflict of interest (specify timeframe, scope, mitigation plan if necessary)
	Conflict of commitment (specify conflicts (if any) and the mitigation plan if necessary)
Logistics / Resources	
To identify the financial and non-financial resources required for a successful visit	Physical space and management of it
	Define access to host institution infrastructure and resources (email accounts, building access cards, library, equipment, computers, internet, etc.)
	Addition to distribution lists for email, etc.
Relationship With Ongoing Projects	
To clarify the roles, responsibilities, and authority of the visiting researcher with regard to ongoing projects at his/her host institution	Management of projects
	Compartmentalization (separating the work done by the visiting researcher from ongoing work being performed by the host and others on other projects at the host institution)
Communications / Public Affairs Guidance	
To have a clear and concise messaging about the purpose and benefits of the researcher visit	Activities and how they are publicized /not publicized