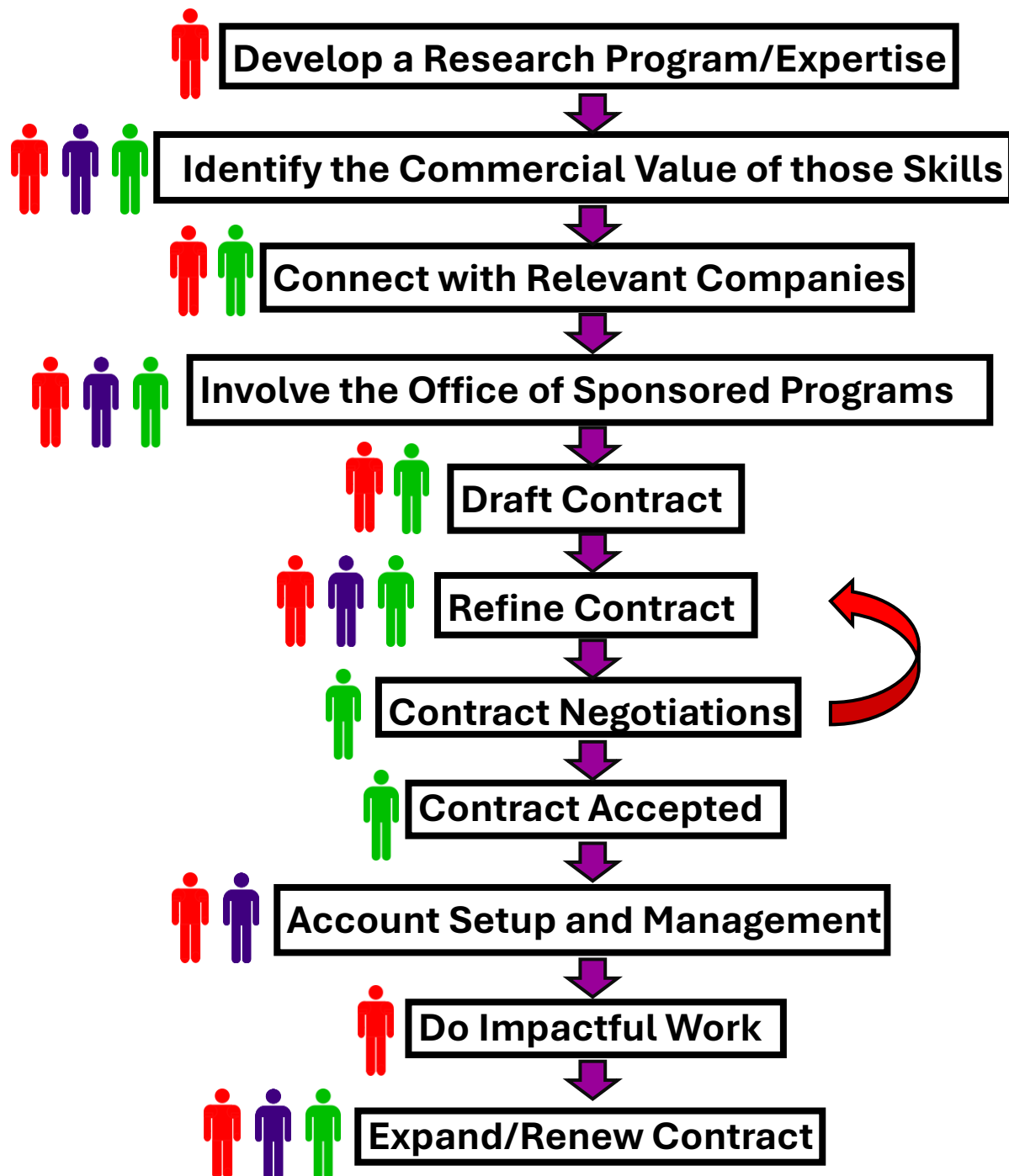
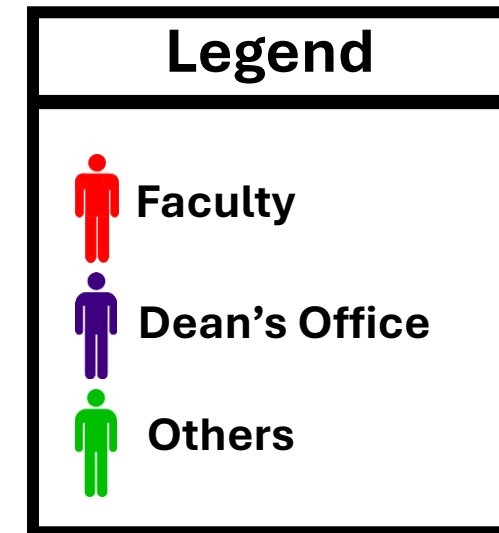




KEY TIP

While the length of contract negotiations will vary, involving the OSP before drafting/exchanging a draft agreement will make them shorter.



Develop a Research Program/Expertise:

Faculty:

- Responsibility: Develop research skills and expertise that meet needs and fill gaps. Do your research. What areas are the federal government and potential industry sponsors focusing on? Align your expertise and research program to be nimble enough to address a broad portfolio of technical or societal issues.
- Advice: Companies want to work with subject matter experts. Consider how you will become a subject matter expert and how you can make others aware of your skills. Grow your research brand on social media (e.g., YouTube and LinkedIn).
- Timeline: Faculty should develop a 1-, 3-, and 5-year vision for their RSCAD programs. Having a plan allows you to be strategic when developing relationships that can lead to a sponsored agreement.

Identify the Commercial Value of those Skills:

Faculty:

- Responsibility: Consider how your research skills make a company more profitable or more able to meet their strategic goals. Develop your elevator pitch describing who you are, your lab's expertise, why they should care, i.e., why you? What differentiates you from others in the same field?
- Advice: Informational interviews with companies in your field can be a great way to identify gaps that you could fill as a contractor.
- Timeline: It is never too early to consider the commercial value of the skills that you are developing

Dean's Office:

- Available Support:
 - Help you brainstorm ideas
 - Facilitate connections between relevant entities on and off campus.
 - Advocate for and connect faculty with resources on campus

Others:

- Available Support:
 - The Kansas State University Research Foundation is experienced with helping faculty identify commercial value in their work.
 - They will also file protections on behalf of faculty when warranted.

- The Office of Sponsored Programs can provide guidance regarding strategies in “working with industry”.
- They can discuss budget presentation and formation strategies and help answer some of those tough initial engagement questions that potential company sponsors may ask, i.e., what it is like and why work with K-State.

Connect with Relevant Companies:

Faculty:

- Responsibilities:
 - Provide technical expertise during discussions between K-State and industry partners. Work with the Office of Corporate Engagement to establish a working relationship with an industry partner
- Advice: You can make this step easier by actively networking. Be deliberate in engaging with industry participants and national conferences.
- Timeline: There is no fixed timeline for this step, but you should be actively looking for opportunities to grow your network.

Others:

- Available Support:
 - Rachelle Banwart and Emily Garwood in the Office of Corporate Engagement will help faculty develop connections with relevant industry partners. They will also facilitate the development of relationships between faculty and industry partners.

Involve the Office of Sponsored Programs:

Faculty:

- Responsibility: Let the Office of Sponsored Programs (OSP) know that you are discussing a potential sponsored research collaboration with a company. They can help answer initial questions you may have and will work to identify appropriate agreements that align with the proposed collaborative purpose. The Grant Specialist for Health and Human Services, currently Cindy Monzon (camonzon@ksu.edu), should be your first point of contact for funded agreements. Funded agreements might include Memorandum of Agreements (MOA), Research Agreements, Testing & Evaluation Services Agreement, etc. If negotiation is required, Cindy will involve Christa Jahnke. Christa (christaj@ksu.edu) should be your first point of contact for zero \$ (unfunded) agreements. These agreements

might include Confidentiality Agreements (CDA), Memorandums of Understanding (MOU), Material Transfer Agreements (MTA), Data Use Agreements (DUA), Unfunded Collaboration Agreements, etc. A current list of OSP assignments can be found at:

<https://www.k-state.edu/research/about/staff/osp-contacts.html>

- **Advice:** You can skip this step, but researchers who do frequently face a longer negotiation process. Involving OSP early ensures that the first draft of a potential sponsored agreement does not include language prohibited by K-State, due to its status as a non-profit, tax-exempt institution of higher education and an agency of the state of Kansas.
- **Timeline:** You should involve the OSP as soon as possible and before the company you are working with provides a draft sponsored agreement.

Dean's Office:

- **Available Support:**
 - Facilitate interactions between faculty and OSP, Corporate Engagement and/or KSURF.

Others:

- The OSP will talk with you to better understand the agreement that you will be developing together.

Draft Sponsored Agreement:

Faculty:

- **Responsibilities:**
 - Provide OSP with any technical knowledge needed to draft the best possible agreement that aligns to the purpose of the proposed collaboration.
- **Advice:**
 - Ask the OSP any questions you have about the legal details of the agreement. Ultimately, you will be the person doing the research and should have a clear understanding of what is (and what is NOT) expected of you.
- **Timeline:**
 - If a company indicates that there is a deadline for the execution of, or for the completion of the work for an agreement, you should comply. If you anticipate that circumstances will preclude you from meeting the

deadlines, you should provide any requested information to the OSP as soon as possible.

Others:

- Office of Sponsored Programs has numerous agreement templates covering a variety of collaborative arrangements. These templates are great discussion starters for faculty and their sponsor counterparts during project ideation. Remember, OSP will request that you provide an initial assessment of the type of engagement that is contemplated, to facilitate selection of the agreement template most suitable for the collaboration.

Refine Sponsored Agreement:

Faculty:

- Responsibilities:
 - Respond to any questions from the OSP.
- Timeline:
 - Answering questions as soon as possible (under 24 hours is ideal) will streamline the process and meet sponsor expectations for timely engagement. This initial timely exchange builds trustworthiness, a sense of responsiveness, and sets the stage for a mutually beneficial collaboration that can result in an enduring relationship compared to a one-and-done engagement.

Dean's Office:

- Available Support:
 - Advocacy for faculty's interests in sponsored agreement creation.

Others:

- The OSP will create a draft of the sponsored agreement that protects the faculty member and complies with all federal and state laws. Several templates are readily available. Customized agreements for unique situations can be developed, but require lead time for the OSP Team to formulate.

Contract Negotiations:

Others:

- Christa Jahnke is the OSP contract negotiator assigned to our HHS. She will work directly with the corporate sponsor to negotiate an acceptable agreement.
- Further agreement refinement may be required.

Sponsored Agreement Accepted:

Others:

- Once an agreement has been accepted, the OSP will notify the faculty and Dean's Office.

Account Set Up and Management:

Faculty:

- Responsibilities:
 - Ensure that resources provided in the agreement are used in accordance with the goals of the agreement.
- Advice:
 - Be sure to know not only what the agreement allows you to do, but also what you are/are not required to do.
- Timeline:
 - Dependent on the terms in the agreement. Industry sponsors, in particular, are very interested in the timely completion of projects, in accordance with the negotiated timelines. Be sure to stay engaged with your sponsors to discuss progress toward milestone completion. Report potential delays that you see coming. Work collaboratively with sponsors to develop mitigating approaches. Notify OSP if the need for a no-cost time extension will be required.

Dean's Office:

- Support Provided:
 - The Dean's Office will work with the Sponsored Programs Accounting, a subunit of the OSP, under the auspices of the Vice President for Research's Office, and your school accounting team to manage account setup.

Do Impactful Work:

Faculty:

- Responsibilities:
 - Execute the work to a standard that you feel proud of. Build a reputation of excellence and responsiveness.
- Advice:
 - Demonstrating that you are an asset that produces high quality outcomes is a good first step to renewing or expanding your relationship and funded agreement portfolio with a sponsor(s).
- Timeline:
 - Dependent on the terms in the agreement.

Renew/Expand/Renegotiate Agreement:

- Faculty, Dean's Office, OSP, the Kansas State Research Foundation, and the Office of Corporate Engagement will work as a team to maintain and expand the relationship.
- Faculty are encouraged to take the lead in this process, but also to engage everyone in growing the relationship. You have an entire K-State team at your disposal and ready to deploy. Sponsors appreciate knowing this, as it indicates that you are plugged in and have robust resources that will support the collaboration. You are not in this alone.