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University·Industry Demonstration Partnership

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RESEARCHER COLLABORATIVE VISITS

Key Elements to Consider

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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 infomation
		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
		Specific authorities
		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