

## CONTRACT RESEARCH PROCEDURE

### FORM REQUIRED

- Industry Research

### RESEARCHER VIA TTI OFFICE WITH INDUSTRY PARTNER

#### 1. PRELIMINARY MEETING

Researcher and Industry partner meets with the TTI department.  
Discussion/clarification of technical details of project.  
Final evaluation of project, tax benefits and legal positions of parties.

#### 2. COST PROJECTIONS

Approximate budget including :

- Staff and student salaries and contract fees
- Consultation fees
- Equipment and Lab costs
- Raw materials
- Telephone expenses
- Admin fees
- Add 20% for DUT full cost model

#### 3. MEETING

Discussion between both parties regarding ownership of IP - decision to be documented.

- Legal risks/issues
- Intellectual Property ownership
- Finalization of budget

#### 4. AGREEMENT

Memorandum of Agreement (MOA) drawn up by TTI (if not forthcoming from industry).  
MOA to be signed by DUT VC and industry representative.  
Contract MOA to be submitted to DUT Contracts Department.

#### 5. FINANCE

Copy of MOA and proposal to be submitted to Research Finance Officer for the creation of the project cost code.

#### 6. COMMENCEMENT OF PROJECT

- Selection of Project Steering Committee
- Define deadlines
- Appointment of project team
- Reporting on progression
- Request to DUT Finance for generating invoices (cost code reference)
- Request to DUT Finance for proof of payments (cost code reference)
- Project management
- Reports to industry partner