Professional Studies II – IP Considerations Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Project purpose and scope | |
|  | 1. | What is the overall purpose of the project and output?  (e.g. is the collaborative project mainly to solve an industry constraint/problem, commercialise or improve existing material, or develop knowledge?) | |
|  |
|  | 2. | Does the design of the project fit the overall purpose of the project and output?  (e.g. what are the project aims, scope, budget, deliverables, key risks, timing?) | |
|  |
|  | 3. | How and when should project payments be made?  (e.g. how should project milestones be demonstrated to be met and what is the proportional spread of payments linked to milestones?) | |
|  |
|  |  | Project inputs | |
|  | 4. | Who are key project personnel?  (e.g. Principal Investigator, Project Manager, team members). | |
|  |
|  | 5. | Which party contributes what?  (e.g. money, staff and staff funds, Background IP, confidential information, equipment, facilities). | |
|  |
|  |  | Project activity |
|  | 6. | How is the project to be managed?  (e.g. project plan and weekly project meetings, measures to ensure the identification and quality of project IP and other research results, conflict of interest, privacy, dispute mechanisms, student/volunteer participation). |
|  |
|  | 7. | How are parties able to monitor the project and how often should this occur?  (e.g. regular meetings, project plans and/or reports). |
|  |
|  |  | Project outputs |
|  | 8. | What does each party want to reasonably do with outputs in domestic and international markets?  (e.g. franchise, use improvements globally, publish results). |
|  |
|  | 9. | Who should own specific outputs (including IP and other research results) or is another option such as a licence suitable?  (e.g. for commercialisation in a territory rather than IP ownership). |
|  |
|  |  | Post project needs and obligations |
|  | 10. | What will each party need after project completion?  (e.g. confidentiality, mechanism for use in further research, feeding in improvements). |
|  |