

Memo

Reference:

- Research Policy Handbook 10.5,
Establishment of Industrial Affiliates and Related Membership-Supported Programs

January 27, 2006
(rev. July 17, 2006 and July 11, 2007)

to: Distribution

from: Arthur Bienenstock
Vice Provost and Dean of Research and Graduate
Policy

subject: **INDUSTRIAL AFFILIATES PROGRAM
REVISIONS**

As a result of an internal audit in 2005, recommendations were made for modifications and revisions to Industrial Affiliates Programs. This memorandum outlines the modified processes and procedures for Industrial Affiliates Programs:

- **APPROVAL BY DEAN OF RESEARCH.**
Research Policy Handbook 10.5 requires that the Dean of Research approve each Industrial Affiliates Program. In practice this requirement has not been uniformly followed. The approval process will be initiated by completion of the approval checklist attached as Exhibit A (pdf file). To ensure that each Industrial Affiliates Program has completed the new checklist, Exhibit A must be completed by all **existing** as well as any new Industrial Affiliates Programs. Exhibit A will be submitted to the Industrial Contracts Office ("ICO") within the Office of Technology Licensing. The ICO, which has the advantage of being generally familiar with the parameters of Industrial Affiliates Programs, will administer the checklist review for the Dean of Research. The ICO will coordinate the review and approval of all Affiliates Programs with the relevant school/department and its development office.
- **PUBLIC NOTIFICATION.**
To ensure that all eligible companies have the opportunity to become aware of the existence of and eligibility requirements for Industrial Affiliates Programs, each department (or independent laboratory) that sponsors an Industrial Affiliates Program is required to create a link on its home page to a website for Industrial Affiliates Programs within the school or department. The website should include, at a minimum, the eligibility requirements for the programs, the programs' participants, the programs' benefits, and the cost of participation. Affiliate web sites should include a link to relevant Stanford University policies, summarized at http://rph.stanford.edu/ia_context.html
- **MEMBER COMPANIES AND FACULTY PARTICIPATION.**
Industrial Affiliates Programs must have at least two companies participating as program members. In addition, the department or program of research supported by an Industrial Affiliates program must involve two or more faculty members.
- **STANDARD INTELLECTUAL PROPERTY LANGUAGE.**
It is a further requirement that, where there is a signed agreement for Industrial Affiliates members,

this agreement must contain approved intellectual property language. This requirement, along with others derived from Stanford University policies, is described at http://rph.stanford.edu/ia_context.html. All Affiliate Program web sites should include a link to this page. The intellectual property provision cannot be modified without approval of the Industrial Contracts Office or the Office of the General Counsel.

- **DESIGNATED EMPLOYEE/ANNUAL TRAINING.**

Each school or department is required to designate an employee responsible for coordinating Industrial Affiliates Programs. The designated employee will be responsible for understanding the requirements and limitations of Industrial Affiliates Programs and reviewing the applications for compliance prior to their submission to the ICO. Additionally, there will be annual training conducted by the Dean of Research Office for designated employees to ensure continued awareness of the importance and sometimes changing compliance issues.

- **GIFT PROCESSING BY THE OFFICE OF DEVELOPMENT.**

The Office of Development (within the appropriate school) will continue to receive Industrial Affiliates' funds and send letters of acknowledgement. The Office of Development/school will be instructed not to accept funds related to an Industrial Affiliates Program unless the appropriate approval has been received from the ICO.

The tasks required by the first, second, and fourth bullet points above must be completed no later than September 1, 2006.

Provider: Office of the Vice Provost and Dean of Research, Stanford University

Contact: Manager, Industrial Contracts Office

Last updated: July 11, 2007