

ICO Newsletter

To the Stanford Research Community:

The Stanford Industrial Contracts Office (ICO) is dedicated to providing researchers with valuable and efficient research support by negotiating and administering contracts with industry partners. Key to reaching that goal is helping our research clients understand ICO's role and responsibilities. This newsletter is part of that outreach effort. We hope the information is useful and timely. Please let us know if there are topics you'd like to see covered in future editions. Send your suggestions to ico@stanford.edu

Some ICO Factoids

- ICO's website is: <http://ico.stanford.edu>
- On the ICO website, you'll find guidance for researchers, administrators and industry partners, ICO assignments by department, and a variety of commonly used agreement templates.
- In a typical year, ICO handles over 1500 different negotiations, which can be as simple as advising on unusual grant terms or as complex as negotiating a master agreement with a major sponsor that governs millions of dollars of funding.
- ICO implements the policies described in the Stanford Research Policy Handbook (RPH). The RPH can be found at: <http://rph.stanford.edu/>

Related Offices and Links

- ICO's parent organization, the Office of Technology Licensing, handles all outbound patent and copyright licensing agreements. OTL's website is: <http://otl.stanford.edu/>
- Agreements for research sponsored by government entities or charitable organizations are handled by the Stanford Office of Sponsored Research (OSR). The OSR website is: <http://ora.stanford.edu/ora/osr/>
- Agreements to procure materials or equipment are handled by Stanford Central Purchasing. Website: <http://www.stanford.edu/group/fms/fingate/staff/buypaying/index.html>
- Many administrative questions are answered in the Stanford Administration Guide, which addresses subjects ranging from organizational structure to procurement. Website: <http://adminguide.stanford.edu/>

Some (Very) Common ICO-Related Questions and Issues

- Budgets? ICO does not prepare or negotiate sponsored research budgets. That task falls to the researcher and his or her administrative support, depending on the school and department practices.
- MTAs? Stanford doesn't require material transfer agreements except where human tissue is being sent outside the university. Even so, ICO signs more than 600 MTAs in an average year!
- NDAs? Generally, Stanford does not sign confidentiality or nondisclosure agreements. ICO does, however, advise researchers on issues and related terms.

To be removed from ICO's mailing list, send an email to ico@stanford.edu



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