

What is the typical content of an institutional IP policy?

An institutional IP policy will usually include rules on several sets of issues. Some of these issues may be dealt with in separate policy documents.

Rules for the management of IP resulting from research

- **The person or department responsible for the protection and management of IP:**
 - for example, the institution's Technology Management Office (TMO).
- **Responsibilities of the institution, staff and students** regarding in particular:
 - disclosure of new ideas with potential commercial interest
 - confidentiality issues
 - assessment of existing IP that may affect the freedom to operate in a particular field of research
 - patent and other IP protection
 - record keeping.
- **Ownership of IP and research results** generated by:
 - employees of the institution
 - students
 - visiting researchers.
- **Engagement with third parties and management of conflicts of interest**, for example:
 - the role and participation of students in research
 - scope for faculty to teach courses or create courseware for other institutions
 - external sponsorship.
- **Incentives** to reward researchers for their engagement with innovation and knowledge transfer for socio-economic benefit:
 - financial incentives (benefit sharing, equity, etc.)
 - non-financial benefits (academic promotion, etc.)
 - national social and economic interests, regulatory and legal requirements.

Rules for the dissemination of knowledge and transfer of IP

- **Publication/dissemination policy:**
 - publication rights and dissemination of research results (e.g. does the institution accept any delay over academic publications?)
 - scope of public access to outputs from publicly funded research
 - scope of open access to research publications.
- **Commercialization options** and responsibilities:
 - licensing
 - assignment or transfer of ownership
 - creation of spin-offs.
- **Distribution and allocation of benefits**
- **Protection of national or public interests.**

Rules regarding collaborative and contract research

- **Ownership of IP**, including background and potential foreground IP
- **Responsibilities of all parties** with respect to IP protection, maintenance and funding:
 - The responsible office for management of sponsored research
 - disclosure of inventions that are the result of collaboration activities
 - rules for the protection of confidential information
 - strategies to protect pre-existing technology.
- **Conflicts of interest in relation to collaborative and contract research**
- **Sharing of revenues**
- **Collaborative research and contract research agreements.**