



**Royal College of Surgeons in Ireland**

**Intellectual Property Policy**

**2017**

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## 1. Background

Increasingly both National and International research funding agencies have prioritised the funding of research that can demonstrate high potential for achieving economic and societal impact. A strong culture of research commercialisation and industry engagement is critical to achieving such impact. These factors require RCSI to manage intellectual property arising from its research activities in a professional and transparent manner.

RCSI recognises the importance of delivering and disseminating impactful research. The main objectives of the *RCSI Strategy for Research and Innovation –Improving Human Health 2014-2020* have been set to deliver on this goal and place an increased focus on applied research and knowledge transfer. RCSI is committed to the professional management of intellectual property which arises from research carried out at RCSI and will use all reasonable endeavours to seek opportunities for the commercial exploitation of the results of this research.

## 2. Application and Implementation of Policy

This document sets out the policy, regulations and practice for management of intellectual property at RCSI. It also details the benefits accruing to, and responsibilities of, researchers under this policy. This document supersedes the original *RCSI Intellectual Property and Inventions Policy 2003* and minor updates thereto in 2008. This revision was undertaken by a cross-institutional working group of 14 members convened in 2015 to support and advise on the development of the new policy. This policy is aligned with and informed by national policy, specifically the *National IP Protocol 2016 - Inspiring Partnership*.

This policy applies to the following cohorts:

- RCSI employees: full time, part time, permanent and contract while in the employment of RCSI
- Postgraduate students and undergraduate students who are in receipt of an RCSI administered stipend, scholarship, grant or salary which is intended to enable them to carry out research.
- Postgraduate or undergraduate students not in receipt of an RCSI administered stipend but using RCSI resources or RCSI Intellectual Property
- Postgraduate or undergraduate students performing research that is subject to an agreement between RCSI and a third party
- Visitors while at RCSI

- Individuals with honorary or associated positions while performing research using RCSI facilities and/or using research funding that is subject to an agreement between RCSI and a third party

It is the responsibility of each person subject to this policy not to enter into arrangements with third parties that may conflict with this policy. If such a conflict arises (or exists already) it should be brought to the immediate attention of the RCSI Office of Research and Innovation.

This policy is implemented at RCSI through the RCSI Office of Research and Innovation (ORI). The RCSI ORI supports all research commercialisation and industry engagement activities at RCSI and is responsible for negotiation and execution of commercialisation and industry collaborative agreements with third parties.

### 3. Definitions

**Intellectual Property** means any and all patents, trademarks, service marks, materials, data, registered designs, drawings, utility models, design rights, business ideas, concepts, inventions, discoveries, copyright (including the copyright in software in any code), database rights, trade secrets and other confidential information, technical information, technology, know-how, business or trade names, goodwill and all other intellectual property and rights of a similar or corresponding nature in any part of the world, whether registered or not, or capable of registration or not, and including all applications and the right to apply for any of the foregoing rights.

**Inventor/Creator:** means the RCSI Personnel who have made a material intellectual contribution to the generation of Intellectual Property.

**RCSI Personnel:** means individuals described in section 4.1

### 4. Ownership of Intellectual Property

4.1 RCSI claims ownership of all Intellectual Property created by RCSI Personnel in the course of their work. For the purpose of this policy, the following individuals shall be defined as RCSI Personnel:

- RCSI employees: full time, part time, permanent and contract in the course of their work, while in the employment of RCSI, in connection with, or in any way affecting or relating to the business of RCSI, or capable of being used or adapted for use therein or in connection therewith
- RCSI employees temporarily based elsewhere if there is no agreement to the contrary

- Postgraduate students and undergraduate students who are in receipt of an RCSI administered stipend, scholarship, grant or salary which is intended to enable them to carry out research.
- Postgraduate or undergraduate students not in receipt of an RCSI administered stipend but using RCSI resources or RCSI Intellectual Property
- Postgraduate or undergraduate students performing research that is subject to an agreement between RCSI and third party (eg funding agencies or industry partners)
- Visitors while at RCSI unless there is an agreement to the contrary
- Individuals with honorary, adjunct, emeritus or associated positions while performing research using RCSI facilities and/or using research funding that is subject to an agreement between RCSI and third party, subject to agreements to the contrary

RCSI shall have the exclusive right to commercialise Intellectual Property created by RCSI Personnel.

4.2 It is the responsibility of each person subject to policy:

- To facilitate agreements relating to Intellectual Property that may be necessary to allow RCSI to fulfil its obligations to third parties
- Not to enter into arrangements with third parties that conflict with this policy. Any conflict or potential conflict that is likely to arise between a person's obligations under this policy and any third party arrangement should be brought to the attention of the ORI.

RCSI does not claim ownership of Intellectual Property generated by:

- The unpaid work of students except if such work is subject to the obligations of contract to a third party, uses RCSI Intellectual Property or resources.
- Personal consultancy work if performed in a manner consistent with RCSI's External Consultancy Guidelines.
- The creation of scholarly works (eg. books) by RCSI Personnel except where the creation of such scholarly works has been performed under a contracted work programme between RCSI and a third party.
- Work performed by RCSI Personnel outside of the course of their employment and field of expertise.

## **5. Disclosure and Assignment of Intellectual Property**

It is the responsibility of RCSI Personnel to promptly disclose Intellectual Property which is potentially commercially valuable to the ORI. Examples of such Intellectual Property include copyright, know how or patentable intellectual property generated during the course of research activities performed by RCSI Personnel. This requirement is necessary in order for RCSI to fulfil its contractual obligations to research funders and industry partners. Intellectual Property should be described in

the template RCSI Intellectual Property Disclosure Form (IDF) available from the ORI on request. IDFs should be submitted to the ORI in a timely fashion before the submission of publications, abstracts or conference presentations to allow time for review, assessment of patentability, and patent filing (if required). To facilitate this process, completed IDFs should be submitted to the ORI at least 60 day period (or longer period if mandated in an agreement with a third party) prior to planned disclosure. Where an IDF arises from the efforts of multiple Inventor/Creators, such Inventors/Creators are required to agree the relative intellectual contribution of each Inventor/Creator in writing at the time of IDF submission (subject to revision by inventor share agreement, signed by all parties) in order facilitate the distribution of any benefits arising from the commercialisation of such Intellectual Property. As a result, it is essential that good research records are prepared during the course of research projects. Such records will be of prime importance in allocating the intellectual contribution made each Inventor/Creator.

The Inventor/Creators of Intellectual Property deemed to be patentable shall be required to complete assignment and other documentation to facilitate patent filing and subsequent commercialisation. This obligation shall continue to apply in situations where the Inventor/Creator has left the employment of RCSI. In addition, Inventors/Creators shall be required to provide all reasonable assistance requested by the ORI to support the commercialisation of Intellectual Property, including engaging with potential industry partners and entrepreneurs.

Revenues received by RCSI from the commercialisation of such Intellectual Property shall be shared with the Inventor/Creators as set out in section 8.

## **6. Protection of Intellectual Property**

RCSI's ORI shall be responsible for determining the most appropriate form of intellectual property protection for any Intellectual Property created by RCSI Personnel.

The decision on whether to file a patent on any Intellectual Property created by RCSI Personnel will be made by the ORI in consultation with the Inventor/Creators following a detailed evaluation of the patentability and commercial potential of the Intellectual Property in question. Any decision regarding the continuation or discontinuation of a patent relating to RCSI Intellectual Property shall be made by the ORI in consultation with the Inventor/Creators and any third party that may have an interest in or has been granted commercial access rights to such Intellectual Property. Such decisions shall be influenced by a number of factors including any third party contractual requirements, the commercial opportunity, the technology development level and availability of further funding (if required) to develop the technology. More detailed information relating to the patent continuation/discontinuation decision making processes is available in ORI procedural documentation available on the RCSI staff portal.

Agreements with third parties may be necessary to protect intellectual property prior to patent filing. Examples of these are given below and advice on their implementation is available from the ORI. In all cases agreements must be signed by an authorised representative of RCSI and never by individual RCSI Personnel.

- Non disclosure agreements are required to provide protected disclosure of confidential information to third parties without compromising patentability.
- Material Transfer agreements are required when sending or receiving materials to or from a third party.

RCSI Personnel must not submit an abstract, publication or present at a conference that would compromise patent protection prior to submitting an IDF to the ORI. Decisions about placing Intellectual Property in public domain should be made in consultation with the ORI and always subject to the terms of third party agreements.

## **7. Exploitation of Intellectual Property**

The value of RCSI Intellectual Property is realised primarily by licensing such Intellectual Property to third parties for commercial exploitation. Licensing of Intellectual Property may be to an existing company or to a newly formed company (campus company) set up specifically for the exploitation of the Intellectual Property in question. In certain exceptional circumstances assignment of Intellectual Property may be considered.

The ORI shall be solely responsible managing the commercial exploitation of RCSI Intellectual Property and will negotiate and execute any agreements that are required. Commercial terms including royalty and upfront payments will vary depending on technology type, stage of development, market opportunity and, in the case of Intellectual Property arising from industry funded programmes, the contribution of industry partner. Intellectual Property commercialisation agreements shall be limited to fields that the commercialising partner can demonstrate their ability to exploit the RCSI Intellectual Property in and always provide for RCSI's retention of rights to use the Intellectual property in question for internal non-commercial research purposes. Subject to field and exclusivity, the commercialising partner shall be expected to cover future patent costs.

In the event that the ORI decides not to commercialise RCSI Intellectual Property, it may, subject to any existing third party agreements, assign such Intellectual Property on request to the lead PI Inventor/Creator who shall then become responsible for the management and commercialisation of such Intellectual Property and for the payment of associated Intellectual Property protection costs (if applicable). In

return, the lead PI Inventor/Creator shall share any revenue received in the future from the commercialisation of such Intellectual Property after the deduction of reasonable vouched costs with RCSI as described below:

- Up to €200,000 revenue<sup>^</sup> received by Inventor/Creators: 30% to RCSI which is split 50:50 between the RCSI Research Institute and the lead PI research account.
- In excess of €200,000 revenue<sup>^</sup> received by Inventor/Creators: 50% to RCSI which is split 50:50 between the RCSI Research Institute and the lead PI research account.

<sup>^</sup> Revenue shall include royalty, milestone payments and license fees on licence agreements, option payments, assignment payments and revenue from the sale of any equity provided in consideration for IP access.

## **8. Financial Reward to Inventor/Creators**

To incentivise and reward RCSI Personnel to engage in research commercialisation, any revenue obtained through commercialisation of RCSI Intellectual Property shall be shared with the relevant Inventor/Creators. Revenue from commercialisation of Intellectual Property shall include royalty, milestone payments and license fees on licence agreements, option payments, assignment payments and revenue from the sale of RCSI equity in campus companies\* received by RCSI after the deduction of associated patent costs and vouched expenses, funding agency revenue share (where applicable), any revenue share with external parties and applicable taxes (“IP Commercialisation Revenue”). For the avoidance of doubt income from industry sponsored programmes does not fall under the definition of IP Commercialisation Revenue and the cost of the time commitment by ORI staff to support for the IP commercialisation process shall not be considered a vouchable expense.

The distribution of IP Commercialisation Revenues shall be as follows:

- Up to €200,000 IP Commercialisation Revenue: 50% to Inventor/Creators; 25% to PI research account\*\* ; 25% to RCSI Research Institute
- In excess of 200,000 IP Commercialisation Revenue: 33.3% to Inventor/Creators, 33.3% to PI research account\*\* , 33.3% to RCSI Research Institute

In the case of multiple Inventors/Creators, the disbursement of IP Commercialisation Revenue among individual Inventor/Creators shall be accordance with the inventive contribution noted in the IDF or inventor share agreement on record at the ORI. Any dispute between one or more of the Inventor/Creators or persons who claim to be Inventor/Creators shall be resolved in accordance with section 14.

The IP Commercialisation Revenue sharing approach outlined above shall continue to apply after any Creator/Inventor leaves RCSI for other employment or due to

retirement. In the case of a retired Creator/Inventor, they will be eligible to receive funds to a research account for spending at RCSI if they have an emeritus position with RCSI.

Disbursement of IP Commercialisation Revenues to Inventors/Creators shall be subject to the following conditions:

- Payment of IP Commercialisation Revenues to Inventor/Creators will be through RCSI payroll and subject to income tax at source.
- Disbursement of IP Commercialisation Revenues shall be within 6 weeks of RCSI receiving such IP Commercialisation Revenue subject to a minimum of €10,000 available for distribution.
- RCSI will have absolute discretion in the disposal of any shares or equity interest held in a company or any income derived therefrom.
- If the Creator/Inventors concerned do not agree on a proportionate inventive contribution within a reasonable time period then RCSI will be entitled to allocate the IP Commercialisation Revenues Intellectual Property in such proportions as it may, in its sole and absolute discretion, deem appropriate.

\*Rationale for inclusion of equity revenue: equity is often granted to RCSI by campus companies in lieu of payment for Intellectual Property (eg upfront license fee) therefore disbursement of monies received on liquidation of equity should return to the Inventor/Creators

\*\* PI research account: account of lead PI Inventor/Creator, or Head of Department if PI has left RCSI. If lead Inventor/Creator is a post-doctoral researcher the funds will go the research account of PI named on the source of funding for the development of the Intellectual Property

## 9. Research Contracts with Industry

Engagement and collaboration with industry is a key focus of the RCSI Research Strategy. RCSI Personnel are encouraged to perform collaborative and fully funded research with industry partners. The ORI provides support to RCSI Personnel in the form of business development and contract negotiation expertise.

All research and consultancy agreements with industry must be reviewed by the ORI.

**Agreements must be executed by an authorised signatory of RCSI; research and academic staff are not authorised to sign agreements of this kind.** The procedure governing research contracts with industry is described in TT guideline # 2 *Contract and Collaborative Research With Industry* on the RCSI staff portal and in the RCSI Researcher Handbook.

All agreements entered into by RCSI will be aligned with the principles of *Inspiring Partnership the National IP Protocol 2016* or subsequent version.

## **10. Personal Consultancy**

RCSI Personnel wishing to engage in consultancy work with external parties are encouraged to do so in their capacity as an RCSI employee. Should RCSI staff wish to perform consultancy work in a personal capacity they should seek the approval of their Head of Department (and PI in the case of postdoctoral researchers) and must under no circumstances use RCSI's reputation and resources for personal financial gain.

The RCSI policy on consultancy is further described in TT Guideline # 1 *Consultancy*. Any potential conflict of interest must be disclosed in line with the RCSI Conflict of Interest Policy.

## **11. External Engagement and the RCSI Brand**

RCSI values its brand and seeks to prevent its use by third parties in a way that may damage the reputation of the organisation. The RCSI corporate identity/logo and naming conventions are the property of Royal College of Surgeons in Ireland. Any individual or organisation seeking to use the RCSI corporate identity must first receive the written permission of RCSI. This permission must be sought through the Communications or Design departments and from the ORI. Where permission is granted to use the RCSI identity, the user will agree to adhere to the RCSI corporate brand identity guidelines and correct artwork files both of which will be supplied by RCSI to the third party.

## **12. Publication and Confidentiality**

Subject to contractual obligations in agreements with third parties and in compliance with relevant funding agency terms and conditions, RCSI Personnel have the freedom to publish the results of their research as they see fit. Compliance with confidentiality and publication clauses in agreements with third parties is of the utmost importance and RCSI Personnel shall be responsible of ensuring that any proposed publication is not in breach of agreements entered into relating to their research. In the case where the grant agreement with a research sponsor (funding agency, charity or other third party) requires that intellectual property with commercial potential be protected prior to publication, RCSI Personnel shall work with the ORI to evaluate and, where appropriate, protect such Intellectual Property prior to publication. Notwithstanding the above, RCSI Personnel shall ensure that inventions with commercial potential are not disclosed in such a way as to affect their patentability, e.g. by premature disclosure to third parties.

### **13. Campus Company Formation**

RCSI seeks to encourage the formation of new companies in order to promote new, technology-based, job-creating enterprises in Ireland (where possible) in order to ensure that RCSI research may be transferred to the community for socio-economic benefit.

RCSI may provide support, including provision of access to laboratories and other infrastructure, to campus companies and may allow RCSI Personnel to organise and assist in the running of campus companies in accordance with their contracts of employment. Any additional allocation of normal working time to campus companies should be under an appropriate services, consultancy or secondment agreement.

The procedure and guidelines for setting up a campus company are outlined in Appendix 1 along with the following associated documents:

1. Procedures to apply for approval as a campus company and apply to use RCSI laboratories
2. Application form for approval as a campus company
3. Campus company space request application form

Applicant companies must:

- Apply for approval by RCSI Senior Management (SMT) using the process described in Appendix 1. SMT approval will take into account advice given by the ORI upon review of business plan and founders
- Issue 10% equity in the form of ordinary share capital to RCSI. Such equity shall be dilutable at first bona fide, arm's length, investment
- Clarify the role of any RCSI Personnel in the company along with allocation of working time under consultancy, services or secondment agreement
- Negotiate a license agreement for access to RCSI Intellectual Property
- Incorporate at Companies Registration Office after approval
- Apply for access to space, if required, as described in Appendix 1 and enter into a licence agreement to facilitate access to such space.

RCSI Personnel involved in Campus Companies must:

- Declare perceived or actual conflict of interest and comply with all relevant RCSI policy including the Conflict of Interest Policy

### **14. Derogation and Dispute Resolution**

Implementation of this policy is the responsibility of the ORI headed by the Director of Research and Innovation. Day to day activity under the policy is managed by the Head of Innovation. Requests for specific derogation from this policy shall be addressed to the Head of Innovation in the first instance and subsequently to the Director of Research and Innovation. The Director of Research and Innovation may at their discretion consult the Intellectual Property and Industry Engagement Advisory Committee and /or the Research Committee in relation to any derogation request.

Disputes under the policy shall be addressed to the Director of Research and Innovation and shall be brought to the Intellectual Property and Industry Engagement Advisory Committee (terms of Reference described in Appendix III).

This Committee will seek in good faith, through the Director of Research and Innovation, to amicably and promptly resolve the dispute within seven (7) days of the dispute being referred to them or such other later date as may be agreed between the Parties in writing.

If this interaction does not successfully resolve the dispute then the parties agree to refer the matter to mediation. To initiate mediation a party will give notice in writing (a “**Mediation Notice**”) to the other party requesting mediation of the dispute. Unless otherwise agreed in writing between the parties:

- a. The mediator shall be nominated at the request of either party by **Centre for Effective Dispute Resolution Ireland** in accordance with the rules of CEDR and the mediation shall be conducted in accordance with the Model Mediation Procedure of the CEDR, in each case being the relevant rules for the time being and from time to time in force;
- b. The costs of the mediator shall be borne and discharged equally between the parties but the costs of all experts and any other third parties who, at the request of any party, shall have been instructed in the mediation, shall be for the sole account of, and shall be discharged by, that Party;
- c. The mediation shall be conducted in Dublin, Ireland, at a venue agreed upon by the Parties and the mediator or, failing such agreement, at a venue selected by the mediator in his/her discretion;
- d. The mediation shall commence not later than twenty (20) working days following a request for mediation being made in accordance with the provisions above.
- e. The Parties will co-operate with any person appointed as mediator providing him/her with such information and other assistance as he/she shall require.

The final decision shall rest with the Director of Research and Innovation.

## **15. Intellectual Property of Others**

The use of any third party Intellectual Property, including the copying and reproduction of such third party Intellectual Property, must be lawful or within the terms of any applicable licence. If any RCSI Personnel is unsure as to what use can be made of any particular Intellectual Property, then he/she should seek advice from the ORI.

RCSI recognises that Intellectual Property may be created using Open Source materials and in particular using Open Source Software (OSS). Open Source materials are those materials which may be used without payment of a fee and may be distributed and reproduced without a fee. OSS is defined according to the definition used by the Open Source Initiative and found at <http://opensource.org/docs/osd>. Open Source materials and OSS are usually subject to licensing arrangements. RCSI respects the need to ensure compliance with legal obligations in licence agreements when using Open Source materials or OSS. When considering commercialisation of research generated using OSS, RCSI Personnel should consult with the ORI. Specifically, inclusion of OSS in industry funded research should be considered in advance of doing so.

## **16. Conflict of Interest**

RCSI grants the right to exploit its Intellectual Property to commercial entities and receives income and/or equity as a result of these activities thus raising the possibility of conflict of interest for RCSI Personnel. It is the responsibility of RCSI Personnel to identify and declare any potential, perceived or actual conflicts of interest, whether financial, personal, ethical, legal, or other, so that this does not become a complicating or actionable issue, and to comply with RCSI's policies on intellectual property, conflict of interest, consultancy and external work.

Specifically relevant to this policy, such conflicts may arise relating to research or research funding, Intellectual Property, industry engagement or start-up creation and should be disclosed in accordance with the RCSI Conflict of Interest Policy.

## **Appendix I Legislation and National Policy**

### **Irish Statute Law relating to Intellectual Property**

#### **The Patents Act 1992**

- The act states that if an Inventor/Creator is an employee, the right to the patent shall be determined in accordance with the law of the state in which the employee is wholly or mainly employed.

Note: However, in Ireland, the Common Law principle is that the employer will own the product of the work of an employee in the course of employment.

#### **Copyright and Related Rights Act 2000**

- The act provides that the employer will be the first owner of any copyright in work made by an employee in the course of employment, subject to any agreement to the contrary.

- The act provides that the employer shall be regarded as the maker of any database made by an employee in the course of employment, subject to any agreement to the contrary.

- Software is defined as Literary Work for the purposes of this act.

#### **National IP Protocol**

*Inspiring Partnership – the national IP Protocol 2016* Policies and resources to help industry make good use of public research in Ireland

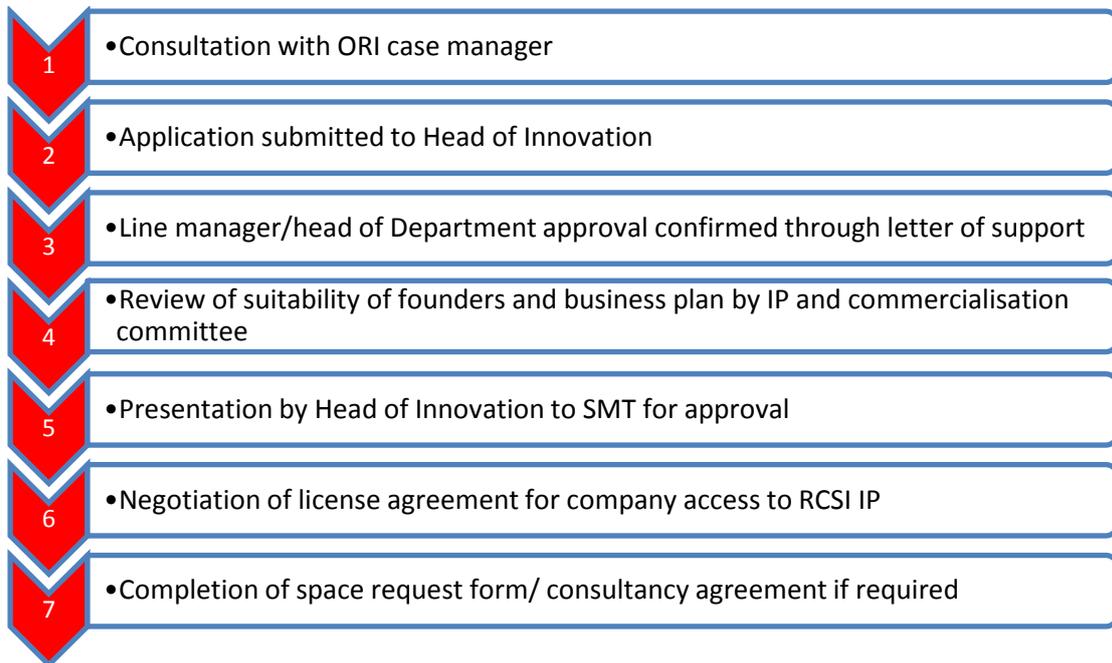
<http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>

## Appendix II Campus Company Approval Procedure and Application Forms and Procedure

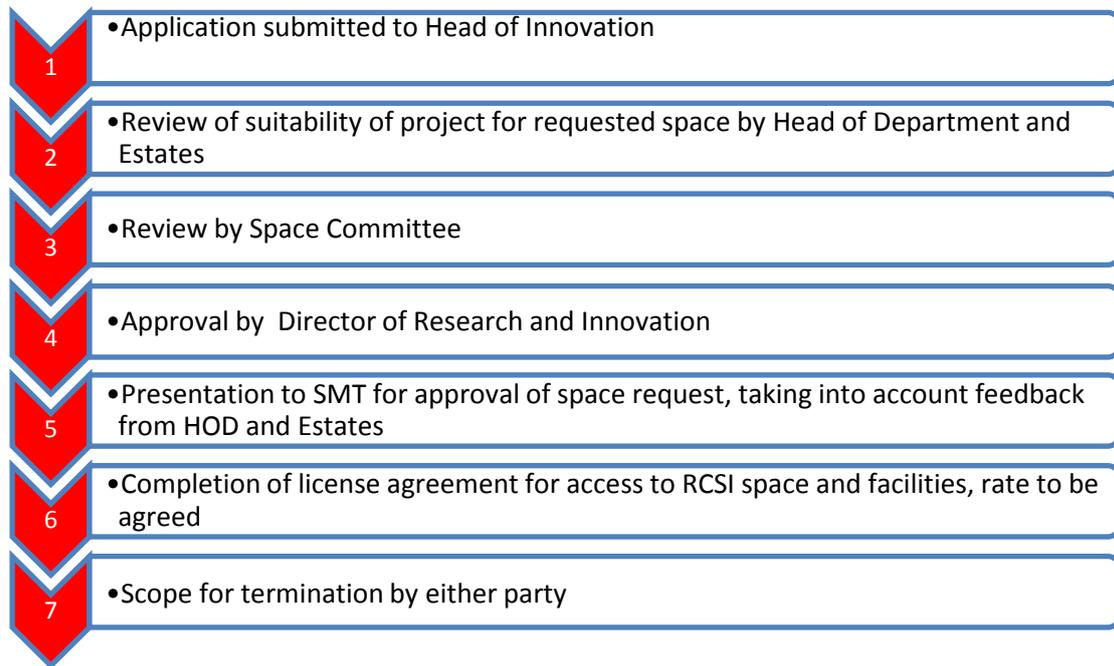
The aim of this procedure is to:

- Set guidelines in establishing a Campus Company
- Establish the rules governing the conduct of business between any Campus Company and RCSI
- Prevent activities or practices that may be prejudicial to both RCSI, and its reputation as an academic institution, and to the employee(s).
- Ensure compliance with research funding terms and conditions

### Campus Company Approval Process:



## Campus Company Space Approval Process



## RCSI Campus Company Application Form

### 1. Promoters names and contact details:

Please copy as required

|  |  |
|--|--|
| Name:  |  |
| Address:   |  |
| Contact Phone number:                              |  |
| Email address:                                     |  |
| A CV must be included, please indicate if attached |  |

### 2. Shareholding

| Name of Share Holder | Existing Shareholding | Proposed Shareholding |
|----------------------|-----------------------|-----------------------|
|                      |                       |                       |
|                      |                       |                       |

### 3. Management team and contact details:

Please copy as required

|  |  |
|--|--|
| Name:  |  |
| Address:   |  |
| Contact Phone number:                              |  |
| Email address:                                     |  |
| A CV must be included, please indicate if attached |  |

### 4. Campus Company name and objectives

|   |
|---|
| <b>Proposed Name:</b><br><b>Address if available:</b><br><b>Key objectives:</b> |
|---|

### 5. Business plan

|  |
|--|
| A business plan must be appended to this application including initial funding sources for the company |
|--|

## 6. Intellectual Property

Outline intellectual property owned by RCSI to be licensed by the company, and how it will be used:

## 7. Role of RCSI Promoters

Please outline the role of the RCSI promoters in the company (if any), and how this will be managed

## 8. Other RCSI Assets

Please outline other RCSI assets that may be required, eg expertise, space, equipment, services

## 9. Head of Department/line manager support

A letter of support must be provided by the relevant head of department/line manager indicating:

- The role of the company
- Description of and support for the role of the RCSI promoter if any
- Proposed time to be spent working in the company

Please append

## 10. Government agency support

Please give details of any government agency support sought or provided

### Declaration

I declare that the information provided by me in this application is accurate and true to the best of my knowledge and belief.

I agree that I will promptly declare to RCSI any potential conflict of interest which may arise as a result of my involvement with the RCSI Campus Company.

I agree to abide by all relevant RCSI policy including but not limited to the Conflict of Interest policy, Good Research Practice policy and Intellectual Property policy and the RCSI Consultancy Guidelines

Signed on behalf of **RCSI promoter**:

\_\_\_\_\_  
Name:

Title:

Date:

I declare that the information provided by me in this application is accurate and true to the best of my knowledge and belief.

Signed on behalf of **External promoter:**

\_\_\_\_\_  
Name:

Title:

Date:

**Please return a completed electronic copy to:**

**Dr. Aoife Gallagher**

RCSI Office of Research and Innovation

111 St Stephen's Green

Dublin 2.

[Aoife.gallagher@rcsi.ie](mailto:Aoife.gallagher@rcsi.ie)

**For internal use only**

RCSI Head of Department/line manager comments

|  |
|--|
|  |
|--|

## RCSI Campus Company Space Request Form

**11. Company name and contact details:**

**12. Research focus/planned activity (detailed description required)**

**13. Resources required eg space, facilities, equipment**

**14. Duration of space request**

**15. Value of proposed engagement to RCSI**

**16. Known health and safety issues and mitigation strategy**

**17. Company insurance status**

**18. Project funding**

Is the source of funding for the project compliant with RCSI's policy on good research practice?  
Yes/No

**Declaration**

I declare that the information provided by me in this application is accurate and true to the best of my knowledge and belief.

Signed on behalf of **Company** Ltd:

\_\_\_\_\_  
Name:

Title:

Date:

**Please return a completed electronic copy to:**

**Dr. Aoife Gallagher**

RCSI Office of Research and Innovation

111 St Stephen's Green

Dublin 2.

[Aoife.gallagher@rcsi.ie](mailto:Aoife.gallagher@rcsi.ie)

**For internal use only**

RCSI Head of Department comments

Please consider the following in your response:

- Is suitable space available?
- Are there other implications for the department?
- Are there any health and safety concerns?

RCSI Estates comments

Please consider the following in your response:

- Is suitable space available?
- Are there other implications?
- Are there any health and safety concerns?

## **Appendix III IP and Industry Engagement Advisory Committee terms of reference**

The terms of reference for the committee are as follows:

- Review proposed commercialisation deals for conflict of interest and market rates
- Advise on and approve changes in the RCSI IP policy
- Provide escalation path for disputes relating to implementation of the IP policy
- Review and guide the development of formal process procedures
- Support decision making on the IP portfolio
- Advise on value creation for commercialisation of research
- Advise on how best to support campus company formation
- Provide oversight on the patent budget
- Provide awareness on external trends and challenges in industry academic collaborations
- Assist in the identification of opportunities for strategic partnership with Industry
- Act as external champions for RCSI industry engagement activities
- Provide access to valuable networks and act a door openers
- Ensure continuous improvement of innovation activities