

## **Conducting Management Oversight Committee Meetings for Faculty or Staff with Start-Up Companies or Other Conflicts of Interest**

**October 10, 2005**

1. Review the *Policy on Conflicts of Commitment and Interest* available at [www.research.uiuc.edu/coi](http://www.research.uiuc.edu/coi)
2. Review the *Interim Guidelines on Licensing to University Employee Start-Up Companies* available at <http://www.otm.uiuc.edu/downloads/general-tech/licensing-guidelines.pdf>
3. Consider the discussion questions in the attached document.
4. Develop an agenda for the meeting, reviewing
  - a. Status of the company – location, number of employees, funding status, etc.
  - b. Update on faculty and staff activity with the company, with attention to conflict of commitment issues.
  - c. University licensing to the company.
  - d. Other use of University resources by the company, including space and equipment, making sure this is reimbursed.
  - e. Involvement of faculty, staff and students in the company.
  - f. Relationship between the company business and the faculty or staff member's research activities.
  - g. Any contractual activity or collaborative projects involving both the company and the University, such as SBIR, STTR, subawards from one to the other, etc.
  - h. Research compliance issues, if the company is located in University space or involving University personnel.
5. It may be helpful to invite the relevant technology manager from OTM to the meeting as a resource person.
6. Prepare a report from the Committee to be delivered to the Unit Head, summarizing the Committee's findings and making any recommendations. Please copy this report to the Associate Vice Chancellor for Research.