

## **Management Oversight Meeting Worksheet**

### **10 October 2005**

#### **General Areas of Oversight for Faculty with Start-Up Companies**

- Conflict of commitment for the faculty
- Licensing by the company of University intellectual property
- Use of University Resources
- Involvement of Students in the company
- Involvement of University employees in the company
- Relationship of research at UIUC to research in the company

#### **Items to review and questions**

##### **Conflict of Commitment**

What has been reported on the Report of Non-University Activities?

Is the amount of outside activity within University guidelines of one day per seven-day week during the faculty appointment?

Are University obligations for teaching, research and public service being met? Are the individual's teaching and research being conducted with an appropriate level of intensity?

What is the role of the faculty member in the company? Does s/he have a management role in the company? Serve on the Board of Directors? Act as Chief Scientist? What commitment do any of these activities represent?

##### **Intellectual Property**

Is intellectual property (IP) being licensed from the University?

Is IP that is being created in the University research group being appropriately disclosed?

Is the company continuing to license new IP from the University? Or is there a possibility that University IP is being used without disclosure or license?

##### **Use of University Resources**

Are University resources being used by the company? This includes office space, computing resources, laboratory equipment and supplies, etc.

If so, is the University being reimbursed through a Technical Testing Agreement (TTA) or Facilities Use Agreement? By other means?

If the company is using equipment in the faculty member's laboratory or facility, who is overseeing the scheduling of use of this equipment? University staff with no interest in the company should manage or oversee such scheduling.

Is the company receiving funding from a venture capital firm (VC)? Will VC have an equity interest in the company?

##### **Involvement of Students in the Company**

Does the company employ University students?

Does the company employ University students who also work with the Professor?

If so, what is the relationship between the students' University appointments and their positions in the company? Split appointments, such as a 25% RA coupled with 25% work in the company, are discouraged.

Are measures in place to ensure that the interests of the students are protected? For example, is the role of the Professor in the company disclosed to students, and do they have a contact person who can assist them if they have difficulties?

Are measures in place to ensure that the interests of the University are protected, for example, logbooks of work done in the University to ensure that research assistants paid on federal or state funds are fulfilling their obligations.

### **Involvement of University Employees in the Company**

Does the company employ University employees?

Does the company employ University employees who also work with the Professor in any capacity?

If so, what is the relationship between the employees' University appointments and their positions in the company?

Is any conflict created? For example, a company should not employ business office personnel from the faculty member's department, as these staff would have an oversight role over the faculty member's finances in the department.

Are measures in place to ensure that the interests of the employees are protected? For example, is the role of the Professor in the company disclosed to them, and do they have a contact person who can assist them if they have difficulties?

Are measures in place to ensure that the interests of the University are protected, for example, logbooks of work done in the University to ensure that staff paid on federal or state funds are fulfilling their obligations.

### **Relationship of research at UIUC to research in the company**

Is there a clear boundary between the research conducted at the University and the research and/or development conducted in the company?

Is the faculty member continuing to seek funding for his research within the University from federal and other sources?

Are SBIR or STTR subcontracts in place between the company and the University?

Is there any risk that the faculty member will be discouraged from submitting grant proposals through the University because of concerns of the company?

### **Animal and/or Human Research**

Will the company use animal subjects or human subjects in its research?

Are necessary protocols in place?

Is it possible that clinical trials or testing of products might be conducted at the University or involve University faculty, staff or students?

If so, what is the plan for managing the conflicts of interest that would be involved?