RESEARCH COMMERCIALISATION SOP



Details of SOP		Details of SOP owner	
SOP no.		**SOP owner**	**[Your Organiation]**
Revision no.		**Approval date**	
Implementation date		**Approved by**	
Last reviewed/ updated		**Reference no.**	

1. Purpose

This Standard Operating Procedure (SOP) summarises the process by which research emanating from an institution will be transformed into marketable products or services for the benefit of the society.

2. Scope

The SOP applies to the commercialisation of research and/or IP owned either partly, fully, or jointly by an institution.

3. Responsibilities

a. The TTO will be primarily responsible for the research commercialisation process.
b. The TTO will develop the relevant application forms, guidelines, and agreements to facilitate the research commercialisation process.
c. The PCO will facilitate access to funding support for commercialisation purposes.

4. Application forms and references

a. In developing this SOP, reference is made to intellectual property policies and standard operating procedures for some universities and research institutions.

5. Procedure for work

5.1 Research Commercialisation Procedure for the TTO

5.1.1 Disclosure:

a) The TTO would develop a Disclosure Form to enable employees who are undertaking their research or in combination with others to disclose any IP created during their period pf employment.

b) The form will include information on

- the inventors/innovators / creators involved in the creation of the IP or work
- potential applications for the invention

- the advantages offered by the invention over existing and/ or similar inventions or innovations
- technical and/ or intellectual contribution made towards the creation of the invention /innovation
- obligations to third parties (e.g., research funding agreements, Material Transfer Agreements, Collaborative research agreements, etc.)
- Any prior and / or intended publication about the invention/ innovation.

5.1.2 IP / Technology Assessment:

a) The PCO will provide guidelines for the establishment of an IP Advisory / Technology Assessment Committee to evaluate IP disclosures and / or technology developed and recommend an appropriate mechanism for its protection and / or commercialisation.

b) In making a recommendation to protect and / or commercialise an IP, considerations will be given to (but not limited to) the following:

- Ownership rights to the IP
- The commercial viability of the IP
- Associated costs (costs of obtaining IP protection, commercialisation costs, etc.)
- The benefits of the IP to the institution and the society
- The risks of commercialising the IP
- The expected impact from the utilisation of the IP
- The possibility of finding investors to provide funding for further development of the technology.
- The stage of development of the technology (Technology Readiness Level).

5.1.3 IP Protection

a) The TTO will notify the inventor/ creator of the recommendation made on the technology/ creative work.
b) An institution will take steps to file for the registration or protection of an IP.
c) The PCO may maintain a database of patent attorneys in good standing, whose services can be acquired by the TTOs towards the IP protection process.
d) The costs of IP protection will be borne by the institution (or investors as the case may be).

5.1.4 Commercialisation

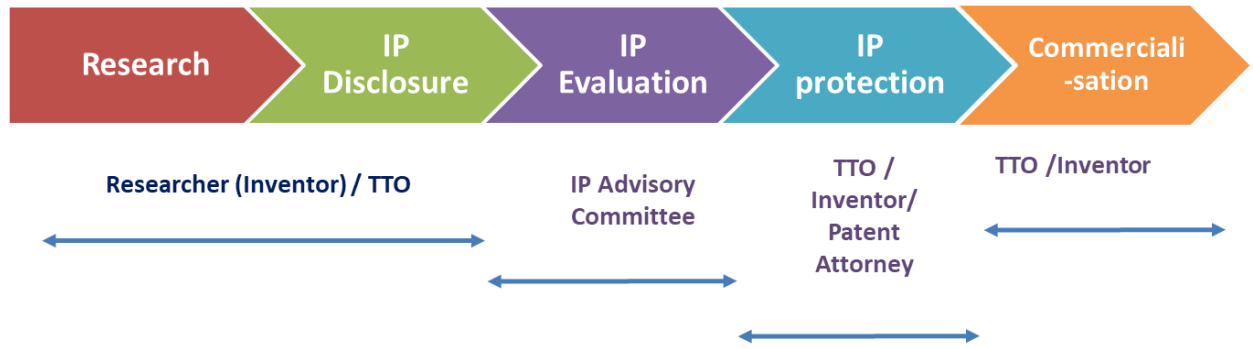
a) The commercialisation of an IP may be done through any of the following means

- Licensing
- Joint venture ship/partnership
- Assignment of the IP

b) The TTO will develop appropriate guidelines for the distribution of income or royalties for commercialisation.

c) The PCO will provide standardized commercialisation agreement templates that the institutions may adopt for use.

The diagram below depicts the technology commercialisation process.



6 Procedure for reporting

a. The institutions will submit periodic reports on the number of IP applications, IP granted, licensed technologies, number of startups, commercialisation revenues to the PCO.

b. The PCO will maintain a statistic of this information in a(n) (electronic) database.