

DAU 10-1 DAU's External Research and consultation Policy

Policy Code	Policy Name		
DAU 10-1	External Research and consultation Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-General Directorate of Scientific Research and Innovation. - Center for Entrepreneurship, Innovation, and Knowledge Transfer (CEI&KT).	10/2023	10/2027	

1. Policy Purpose

The aim of this policy is to establish external research and consultancy services and to engage with industry more actively. This promotes the University's Research Policy as well as ensuring relevance of research and increasing revenue.

2. Policy Scope

The policy applies to all research and consultancy contracts signed by the university with external partners under the supervision of Center for Entrepreneurship, Innovation, and Knowledge Transfer (CEI&KT).

3. Policy Statement

Definitions:

Contract research and consultancy services: they are research and consultancy services commissioned and funded, in whole or in part, by an external organization (private, public, etc.).

All contracts have the following characteristics:

- In every contract, specific stipulations and conditions are outlined, as agreed by all contracting parties.
- Work to be performed on a set schedule.
- Defining deliverables and due dates.
- The establishment of ownership, patent rights, and licensing agreements. A provision for confidentiality of information provided and created during the project's performance.
- Establishment of budget approval and payment schedules.
- A set of considerations for accepting and/or terminating the contract.
- A limitation of liability, indemnity, and any other matters appropriate to the circumstances.

General Guidelines:

- Externally funded work contributes to and enhances the academic endeavors of the University, and academic staff should be encouraged to practice their discipline and support staff should be encouraged to use their expertise, where appropriate.
- Governing and managing contracts with external partners is the responsibility of the Center for Entrepreneurship, Innovation, and Knowledge Transfer (CEI&KT).
- CEI&KT must ensure that a professional and quality service is always provided, while minimizing legal and financial risks to the University.
- CEI&KT must consider all costs associated with a proposed project (directly or indirectly) when discussing proposed projects with potential partners.

- CEI&KT will sign/conclude any contracts, proposals, tenders, quotations, MOUs and agreements after obtaining DAU management approval, as well as specific arrangements with the relevant academic and administrative structures of DAU.
- To protect confidential information provided by Clients, CEI&KT must sign confidentiality and non-disclosure agreements.
- CEI&KT must obtain DAU's approval for project value based on budgets that include cost recovery, fees levied, and profits and sharing thereof, where applicable.
- In compliance with the University Intellectual Property Policy, intellectual property may not be transferred or promised to third parties without the specific written approval of CEI&KT.

4. Policy Procedures

- CEI&KT is responsible for reviewing, drafting, and negotiating all contracts for Research and Consultancy Services on behalf of the University.
- CEI&KT will ensure that the Research or Consultancy Agreement complies with all relevant University policies and guidelines, in consultation with the principal investigator ("PI").
- CEI&KT will notify the relevant DAU's unit promptly of any upcoming research or consultancy projects. It would include the subject/title of the project, the name of the sponsor(s), and the expected start and end dates.
- The CEI&KT will work with the potential principal investigator (PI) to define a scope of work for the project, detailing the objectives, the schedule, deliverables/milestones, as well as the budget for the project.
- CEI&KT must complete an appropriate internal approval form and obtain signatures from all levels of DAU. Details must be provided regarding the demands that the project will place on university facilities, services, and equipment. The project should obtain all necessary certifications pertaining to human and animal research. The project PI must ensure that all levels of the university are informed about the project and accepted it. All internal approvals should be complied with and received by CEI&KT prior to contract signing.
- CEI&KT prepares and issues a "Contract Data Sheet", summarizing the project timelines, funding, technical reporting, and financial schedules, and the finance department opens a fund for the project.
- The finance department shall ensure that invoices are issued, and payments are collected in accordance with contracts.
- It is CEI&KT's responsibility to ensure timely delivery of expected deliverables, to resolve any problems that may arise during the term of a Research or Consultancy Contract, and to negotiate any required amendments.

5. Related Policies/ Documents/ Forms

DAU 4-12 University Consultancy Services Policy

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy