

STANDARD OPERATING PROCEDURES - UILO

ACTION REQUEST	ACTION SPECIFICATIONS	ACTION SCHEDULE*	SYNOPSIS, SPECIAL NOTES, CONSIDERATIONS
GENERAL OFFICE INQUIRIES	Requests for information	1-3 business days	The UILO office daily receives numerous requests for information. We will endeavour to respond within one business day. However, when engaged in lengthy matters (ie. Contract negotiation/drafting), we may not be able to respond promptly to email and voice mail.
INDUSTRY PARTNER SEARCH	Assisting faculty members in locating third party research participants	2 weeks after receipt of sufficient information to enable us to start searching for partners	While we can commit to taking significant steps within the set timeline, we cannot control the activities of external parties. Therefore, actually obtaining suitable research partners may be a lengthy endeavour. From the UILO manager's experience, the process can take, on average, up to 18 months.
BASIC CONTRACT (IE. CDA, MTA)	Reviewing, drafting, negotiating, making corrections/suggestions to contracts or legal documents based on established University of Lethbridge precedent / template agreements, including NDAs and MTAs	2 weeks (Max 4, depending on complexity and review by legal counsel) after receipt of all required information from researcher/PI.	Faculty member to provide budget, project outline, and information set out Schedule A ("Project Scope, Project Budget and Milestone List"), if applicable, prior to the commencement of this UILO SOP. While we can commit to taking significant steps within the set timeline, we cannot control the activities of external parties. Therefore, actual finalization of contracts may take longer.
COMPLEX CONTRACT (IE. PATENT LICENSE, CRA)	Reviewing, drafting, negotiating, & editing to contracts or legal agreements based on established University of Lethbridge University precedent / Template agreements. Sample contracts include Licensing Term Sheets, SCAs, CRAs.	3 weeks (Max 6 weeks depends on complexity and review by legal council) after receipt of all required information from researcher/PI.	The UILO has a collection of contract templates which will facilitate contract procedures leadin to a positive outcome. U of L's legal counsel and the UILO Manager have drafted and vetted these templates through numerous external negotiations. While we can commit to taking significant steps within the set timeline, we cannot control the activities of external parties. Therefore, actual finalization of contracts may take longer.
COMMERCIALIZATION GRANT APPLICATION REVIEW	Tri-Council (NSERC, SSRHC, CIHR), AITFs, AITF-OCE, collaborative research or other grants requiring a significant contribution to the following sections: Socioeconomic benefits, Commercialization Plan, IP Management Strategy. As of Fall 2017, the UILO Coordinator is responsible for the facilitation of Industry-related grants, including NSERC Engage, Connect, Innovate, and CRD grants.	Submit draft to your ORIS representative or UILO Coordinator at least 4 weeks before the application deadline. The Grant Facilitator will then consult with the UILO Manager to ensure the smooth management of any Commercial or Business Development portions of the application.	The UILO office, in conjunction with the appropriate ORIS representative, should be consulted prior to the application of commercialization related grants. As soon as the UILO Office and the ORIS Office is informed of your interest, we can then assist in the grant application drafting process. Times may be extended due to the market analysis required to build a convincing case in the Socioeconomic Benefits sections, for example.
COMMERCIALIZATION GRANT POST AWARD PROCESS	Once awarded, the UILO Coordinator is responsible for opening a fund to hold the awarded money for any grant in the Industry portfolio. This involves coordinating paperwork and liaising with Financial Services to make sure the proper protocols are followed.	2-4 weeks after receipt of all required information from PI.	Once received, the UILO Coordinator will send the Notice of Award to the PI and begin the post-award processes to open a fund. Because of the number of people and departments involved in this process, it can take up to 4 weeks to successfully open a fund. However, if this timeline proves problematic because of the award dates of grant, the UILO can also assist a PI in requesting an extension from the granting agency.
INVENTION REVIEW	Review and evaluation of invention disclosures based on the information populated in the Invention & Software Disclosure Forms to determine if U of L will accept a particular invention file. This can include Prior Art searches, patent searches, and technology evaluation using proprietary and open access databases. A 2-page report will be generated detailing the finding(s).	1.5 months from receipt of complete and signed invention disclosure form	A great deal of information is required to allow the UILO office to properly evaluate the commercial potential of a new invention or other intellectual property. Inventors are required to complete the invention disclosure form and forward it to the EDI office with all relevant attachments prior to the UILO office time lines commencing. In some cases, more time may be required for review, as we regularly send invention disclosures within a confidential agreement to external parties (such as CECRs, Other Tech Transfer Offices and Enablers) for assistance, which requires their own timelines.
COMMERCIALIZATION PLAN DEVELOPMENT	If the inventor permits the U of L to take an invention disclosure, a development plan is crafted. This may include a patent filing.	2 months after execution by the inventors of all required legal documentation	Due to The University of Lethbridge's ULFA Policy with specific reference to Section 29 on IP Policy, the UILO office cannot move ahead on a commercialization file until the intellectual property ownership and control is assigned. Therefore, the UILO office's timelines do not commence until after execution by all inventors of, at minimum, an evaluation agreement, mutually agreed upon amongst the parties, that sets out revenue sharing, obligations for expenses, and control of the commercialization process moving forward.
COMMERCIALIZATION PLAN IMPLEMENTATION	Implementation of the commercialization plan, resulting in potential patents, license agreements, start-up company	This varies depending on individual commercialization plans (ie. 6 months max).	Implementation of a commercialization plan depends on market conditions, whether the invention/IP is a result of market pull or researcher push, and the availability of financial resources to implement the plan. If a patent application is applied for, the patent timelines will, for the most part, drive the process (1 year time limit for international filing, and subsequent 1.5 year time limit for national phase filings). If a valid commercial outcome is not obtained in time for the 30-month national phase filing anniversary date, the UILO office will then discuss with the inventors the feasibility of continuing/discontinuing.
SPECIAL PROJECTS	The UILO office works with community and regional partners on many different types of special projects. These projects fall within the Economic Development / Business Intelligence pillar of the UILO plan. Some special projects include networking events and workshops in the following areas: community, industry, research, innovation and entrepreneurship.		

Office of Research & Innovation Services - University - Industry Liaison Office
 Phone: (403) 317-2860
 Fax: (403) 382-7185
 Email: uiilo@uleth.ca

****NOTE:** Due to the specialized knowledge required for the described activities, it is may not be possible for the Office to meet the SOP guideline targets during out-of-office periods. Therefore, timelines may be extended during office absences by senior UILO staff (i.e. absences due to vacation, illness, or business related travel). We apologise for any anticipated inconveniences.

