



Guidelines and Procedures

October (revised)

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University and state rules and policies require employees to refrain from participating in outside activities, except with prior University approval, that create conflicts of interest or commitment, including waivers and assignments of intellectual property rights to third parties. University Rule 3359-11-18 (Appendix, page 33) provides an exception to the conflict of interest policies by permitting University employees to own a financial interest in a business that is licensed by the University under the employee's intellectual property rights.

The UARF, in seeking to develop and market intellectual property, is responsible for the evolution and negotiation of marketing agreements to ensure that the property is managed in a way that best serves the public interest. Net revenue (gross royalties, license fees, option fees and/or equity interests minus the direct cost of protecting, maintaining, licensing, and preserving the invention rights) resulting from such intellectual property is allocated as agreed between the inventor and the University under State and University rules and policy guidelines. The standard terms of agreements include an allocation of revenue

Indirect Cost by UARF to faculty, deans and chairs is provided annually in amounts as delineated in University policy.

All proposals are processed by the ORSSP. Proposal submission will follow standard procedures outlined in the ORSSP web page (<http://www3.uakron.edu/orssp/>). Awards housed in the UARF will include the following:

1. Instructions from the Director, ORSSP, to the grantor that funds are to be made payable to t

1. Expense Requests—A formal request for payment of all expenses, excluding travel must be submitted to the UARF business office on form UARF01 "Check Request." Community relations activities including dinners, luncheons, etc. that can be shown to be directly related to a specific research project are acceptable. All expenditure requests must have original receipts or invoices attached and must be signed by the principal investigator or his/her designee and contain such other approvals as may be specified by the applicable Dean or Provost.
2. Travel Reimbursements—Travel expenditures require the form UARF03 "Travel Check Request." All forms must have original receipts or invoices attached and require the approval of a designated person in a position of authority over the person incurring the expenditure. Travel expenditures shall be reimbursed in accord with the following standards:

Domestic Travel

- a. The traveler and the approving official are responsible for ensuring that reasonably priced lodging, meals, ground transportation and airfare are utilized to the maximum extent possible.
- b. Original receipts must be submitted for lodging, meals, airfare, ground transportation and other incidental items. Where receipts are unavailable, a traveler may be reimbursed based upon a signed statement

determine the nature of the relationship with the provider of services. The following information will assist in making this determination:

Characteristics of an independent contractor relationship include the following: The person providing service

decides how to perform a job, without any training or di

UARF01 – Check Request (revised 10/02)

UARF02 – Check Request for Travel Expenses (revised 10/02)

Definition of Expenses (revised 10/02)

UARF03 – Signature Authorization

UARF04 – Deposit Request

UARF06 – Agreement for Independent Contractor Services

UARF07 – Disclosure of Invention form

The University of Akron Board Rule 3359-2-05 University research, copyright, and patent policy

The University of Akron Board Rule 3359-11-18 Conduct and Ethics Policy

UA Revenue Allocation Agreement (samples)

Definitions

Summary of U.S. Patent and Copyright Laws