| **Key Elements Table** | |
| --- | --- |
| **Purpose** | **Specific Subjects for Consideration** |
| ***Purpose of the Researcher Visit*** | |
| Value proposition, what is the benefit for research exchange to the parent entity? | Expectations - what are the interests of the sending and receiving institutions |
| Deliverables |
| Who does the researcher work for? |
| Sponsorship / mentorship (identifying the sponsor within the institution, sponsor succession planning [if sponsor leaves their duty]) |
| One-time or umbrella agreements (continuing the relationship beyond the one researcher visit) |
| ***IP*** | |
| Establish framework for handling IP | Aspects of background IP, foreground IP (tangible / intangible), license arrangements |
| Handling of trade secrets and confidential info |
| Data exchange |
| Copyrights |
| ***Confidentiality*** | |
| Manage expectations | Identification and treatment of confidential information |
| Non-disclosures |
| Releasability of publications / presentations |
| 3rd party materials and obligations |
| ***Liability/Indemnification*** | |
| Ensure understanding of liability | Liability issues regarding performance of the researcher visit |
| General and lab safety procedures |
| Institutional policies and procedures |
| ***Security*** | |
| Awareness of U.S. and international security considerations and institutional operating procedures | Right to work (ITAR, EAR vs FRE, classified research, use of university-affiliated organization e.g. foundation) |
| Export Control |
| Visa / Citizenship vs. non-resident |
| Controlled Commerce List |
| ***Financial Considerations*** | |
| To clarify expectations about financial and reporting obligations that result from the researcher visit | Financial support for visit (travel, per diem, insurance, relocation costs) |
| Tax compliance |
| Time and Effort reporting |
| ***Administrative Vehicle for the Visit***  ***(e.g., contracts, Cooperative Agreement, Visiting Scientist Agreement)*** | |
| To determine the proper contractual vehicle and associated agreement management | Agreement name |
| Signature requirements / authority |
| Applicable Laws |
| Termination of the agreement |
| Specific authorities |
| Reporting requirements |
| ***Cultural Expectations / Norms*** | |
| To be aware of and experience cultural differences between academic and industry cultural environments | Business etiquette (dress code, hours, meetings, scheduling, vocabulary, email etiquette) |
| Understanding organizational politics (cultural differences) |
| Sharing of knowledge and expertise at the hosting institution (mentoring students, lectures, etc.) |
| ***Multiparty Arrangements*** | |
| To understand the complexities associated with multiple parties involved in the researcher visit | Centers with multiple companies / universities |
| Multiple companies working at the same location or on the same project - precompetitive research / antitrust issues |
| ***Conflict of Interest / Commitment*** | |
| Recognition that the visiting researcher is still an employee of the sending institution | Conflict of interest (specify timeframe, scope, mitigation plan if necessary) |
| Conflict of commitment |
| ***Logistics / Resources*** | |
| To identify the financial and non-financial resources required for a successful visit | Physical space and management of it |
| Defining access to host institution infrastructure and resources (email accounts, building access cards, library, equipment, computers, etc.) |
| ***Relationship With Ongoing Projects*** | |
| To clarify the roles, responsibilities, and authority of the visiting researcher with regard to ongoing projects at his/her host institution | Management of projects |
| Compartmentalization |
| ***Communications / Public Affairs Guidance*** | |
| To have a clear and concise messaging about the purpose and benefits of the researcher visit | How activities are publicized /not publicized |