

Technology Transfer Support for Universities and Public Research Institutions

Scouting/Screening for research results, technologies, projects, methods or products with commercial potential

- Workshops, seminars and trainings for scientists creating awareness for technology transfer
- One to one meetings with research groups and/or individual scientists
- Screening of publications, research reports, thesis etc.
- Literature/patent searches
- Technology/method mappings
- First initial evaluation of commercialization potential inclusive highlighting possible exploitation options and steps

Invention evaluation

- Assessment regarding legal, technical, economical, financial and strategic criteria as e.g. ownership, patentability, market potential and target customers, chances regarding financial return flow, costs, feasibility, chances/risks as well as „soft factors“
- Suggestions for possible exploitation models and options
- Recommendation for patenting and exploitation strategy and proceedings including required investments and milestones (*stage-gate process*)

Patent filing, prosecution and administration

- Preparation and filing of priority applications
- Preparation and filing of follow-up applications: PCT, nationalization, EP validation
- Handling and administration of intellectual property rights: due time monitoring, annuity payments, tracking of patent prosecution process
- Estimation of required patent budgets for existing and new patents and patent portfolios

IP marketing and/or search for collaborations partners

- Development and verification of exploitation model/strategy
- Preparation of necessary documents like *technology offer*, *information memorandum*,...
- Identification and establishment of first contacts with potential partners: Licensees, collaboration partners, investors or intermediaries
- Follow-up of contact process, definition of possible business cases with one or more partners

Negotiation and evaluation of IP agreement

- Support in the development and improvement of negotiation position
- Taking over the lead or support of negotiation process
- Development of *Term sheets*
- Defining, evaluating, revising or finalizing draft agreements
- Type of agreements: Non Disclosure Agreement (NDAs), Material Transfer Agreement (MTAs), option agreements, licensing agreements, transfer agreements, R&D collaboration agreements, contract research agreements, EU consortia agreements

Technology transfer - strategy, culture, mission and rules

- Support for establishment, formulation or adoption of general TT mission/philosophy as well as their rules and guidelines

Processes within the TT Office

- Support for drafting, monitoring and adaptation of processes, SOPs and checklists
- IP project management:
Support of the establishment and application of IT based management tools
- Budgeting and planning: general planning, establishment and controlling of costs and budgets
- Consulting for the implementation and continuous refinement of processes

Controlling and quality assurance

- Monitoring of processes, resources, costs, as well as targets
- Definition of key figures and metrics for quality assurance and controlling
- Analysis of readiness for being audited (by e.g. governmental accounting office, public funds etc.)
- Controlling regarding the compliance with regulations and avoidance of conflict of interests
- Support in case of internal and external auditing processes

Training for internal TT teams

- Development of tailor made education programs and tools: in-house, online and external education events
- Workshops, seminars and trainings in the IP field
- Mentoring of TT collaborators