

Induction/Refresher Course on Research Contracts, Intellectual Property, Research Funds Management and Administration

Research Contracts and Intellectual Property Services (RCIPS) and the Central Research Finance Office (CRF) invite all new academics/researchers to attend a halfday course on Research Contracts, Intellectual Property and research fund management and administration as it relates to UCT.

(Note: The course is not exclusively for new staff – all academic staff and research administrators are welcome.

Sessions:

Research Contracts

This session will inform participants about the delegation of authority framework, the procedures and processes that are followed as well as the principles of the 'full cost model' on which project budgets may be based.

Intellectual Property

The Intellectual Property (IP) group at RCIPS provides a number of functions that support the protection of intellectual property arising from UCT's research endeavours, as well as its commercialisation.

Key aspects of the IP Policy will be highlighted. An overview of the UCT patenting process will be presented – right from initial Invention Disclosure, through the management of the patent portfolio and on to licensing and spin-off business creation. Important requirements of the Intellectual Property Rights from Publicly Financed R&D Act (IPR Act) which impact the UCT Research Community on a day to day basis will be discussed; especially relevant background for discussions with potential funders.

Fund Management and Administration

The different types of Research Funds on the SAP system will be overviewed (e.g. "spend and claim") and fund management will be discussed, along with the definition of full cost and preparation of full cost budgets for research, VAT applied in a university environment (7 and 14%) and bridging finance.

Outcomes

- An understanding of the contracts approvals process at UCT, as well as levels of contract and authorised signatories
- An appreciation of the different types of contracts that are entered into, such as Research Contracts, Material Transfer Agreements, Confidentiality Agreements, Consortium Agreements
- An understanding of the different types of Research Funds, Fund Management, full cost budgets and VAT issues.
- A working knowledge of the UCT Intellectual Property Policy
- An understanding of forms of intellectual property, and methods for its protection
- IP ownership and options for commercialisation
- An overview of the Intellectual Property Rights from Publicly Financed R&D Act

Who Should Register to Attend

New academic staff and those needing an IP and Contracts 'refresher' and especially Principal Investigators and new Fund Managers.

Date: Wednesday, **11 March 2015**

Venue: Seminar Room, RCIPS

Time: **13:00pm – 16:00**

To **register to attend**, contact Bianca Daniels (021 6504317), Bianca.daniels@uct.ac.za

FREE PARKING: SHOPRITE ROOF DIRECTLY OPPOSITE