

<b>Policy Title</b>	Industrial Research Collaboration Policy
<b>Responsible AIU Office (Higher Management/Directorate)</b>	Office of the VP for Research Affairs
<b>Policy Owner (Executive Department/Office)</b>	Finance Department The Grants and Contracts Office (GCO)
<b>Pertinent Dates</b>	Draft1: 24 <sup>th</sup> March 2022. Draft2: 21th April 2022

## I. SCOPE OF POLICY

AIU research can involve collaboration with industry, such collaborative research raises specific issues that must be negotiated, including differences in research methodology, research practices and variations in regulatory and legal systems. It also includes the management of funding and intellectual property arrangements. This policy provides advice to ensure compliance with the AIU general research policy, as well as AIU values and Code. The policy applies to all University staff and students involved in research collaborations.

## II. DEFINITIONS

PI	A full time AIU academic with Ph.D.
Strategic Areas	Areas specified in the AIU research strategy
Research Leader	An individual who has primary responsibility for the planning, design, approval and conduct of a research project from its conception through to its finalization. For collaborative research involving researchers at more than one institution, one researcher from each participating institution may be considered a designated Research Leader.
External Research Leader	A non-AIU researcher involved in the collaboration project, and leading an external organization collaborating in the project.

## III. POLICY STATEMENT

All collaborative research projects that involve AIU should be governed by an agreement with all project partners prior to the commencement of the research project. Agreements must be in writing and may take various forms including a legal agreement or contract or an exchange of formal letters. In any research collaboration agreement, the AIU research officer and legal office must ensure that the agreement complies with AIU research code, AIU general research policy and its supporting policies, procedures and any applicable laws and regulations. They will also engage with the Research Project Leader(s) to ensure that the terms and responsibilities of any agreement are clearly understood and are accepted by researchers participating in the research project.

---

#### IV. RESPONSIBILITIES

---

- AIU President delegates the application review and the authority for application signing approval to the GCO Director

**AIU Research Leader:** responsible for

- 1) Outreach to industry and starting the conversation.
- 2) Drafting, developing, and monitoring the research agreement with the involved external organizations.
- 3) Managing all aspects of the research project.
- 4) Ensuring that all members of the research project team understand the terms of the research agreement.

**External Research Leader:** responsible for

- 1) Drafting, developing, and monitoring the research agreement with the AIU research leader.
- 2) Addressing all aspects of the research project concerning his/her organization.
- 3) Ensuring that all members of the research project team understand the terms of the research agreement.

**Research Office Manager:** Manages the financial issues of the research projects, monitors the adherence to the collaborative agreements.

**Grants and Contracts Office (GCO) /Legal office:** Review all types of research collaboration agreements.

**AIU Research VP:** Sign and approve agreements after finalizations, and revision of all involved parties.

---

## V. POLICY STANDARDS AND PROCEDURES

---

A number of specific issues need to be addressed in a collaborative research agreement prior to the commencement a research project, these should include but are not limited to:

- Clearly defined expectations of each party in terms of definitions of roles and responsibilities, including the designation of the institution or individuals that will take the lead in reporting to funders, regulatory bodies or in the management of potential breaches of the Research Code
- The use, management, sharing, and ownership of research data, source material, and intellectual property (including copyright and pre-existing intellectual property belonging to individual parties that is shared in the course of the collaborative research)
- Access to research data, primary materials and other items that are retained at the end of the project, including any open access requirements
- The ongoing ownership, stewardship or control of research data and primary materials in the event a researcher or institution leaves the collaboration during the project
- The requirements for the disclosure and management of conflicts of interest
- The allocation of responsibilities in relation to ethics approvals and safety clearances
- The management of confidentiality issues
- The protocols for authorship and acknowledgement of research outputs, including data outputs
- Funding arrangements (with funding sources declared transparently)
- Plans to commercialize research outputs and any entitlements to commercial returns, if any
- The designation of which party or parties are entitled to speak on behalf of the collaboration
- Dispute resolution procedures
- The procedures for managing and investigating potential breaches of the Research Code, including provisions for the disclosure, where necessary, of researchers' personal information to other collaborative institutions and, where relevant, funders, to facilitate the management and investigation of potential breaches of the Research Code.
- Coordinate with GCO to finalize contract and adhere to related policies.

### Signing Authority

- 1- AIU research VP must sign and approve all collaborative agreements, after the revision of the research office manager and legal office.
- 2- Project Research Leaders
- 3- Industry entity legal representative

---

## VI. FORMS/INSTRUCTIONS (if applicable)

---

---

VII. **APPENDICES (if applicable)**

---

---

VIII. **RELATED POLICIES**

---

1. Research Ethics and Scientific Integrity Policy
2. Research Fund Management and Financial Practices
3. Interaction with Extra-mural Research Funding Agencies
4. IP and copyrights policy
5. Research Data Management Policy

---

VIV. **CONTACT INFORMATION**

---

Research Office Manager

<b>Triggered by:</b>	Name	Date	Sig.
<b>Created by:</b>	Name	Date	Sig.
<b>Revised by:</b>	Name	Date	Sig.
<b>Approved by:</b>	Name	Date	Sig.