

## Introduction

- This Checklist is intended to help KU researchers identify key issues in the decision to form a start-up company based on KU research.
- The document *Creating a Company at KU* gives additional general information, answers to frequently asked questions and links to a variety of resources that may help you in your decision to form a company.
- In order to license KU intellectual property for commercial use, your start-up company's management plan must be reviewed and approved by the KU Vice Provost for Research. To request a review, complete this form, schedule a meeting with the Executive Director of KU Center for Technology Commercialization (KUCTC), bring a draft or completed business plan. All key personnel of the proposed company should attend the meeting.
- If the management plan is approved, negotiation of a license agreement will follow.
- The following are some of the terms that will be negotiated with the company in the License Agreement with the University.
  - University royalty position
  - University equity position
  - Payment of continuing patent fees (including fees already expended by KU)
  - Milestone events
  - Milestone fees
- The following are some of the issues that must be included in the License Agreement with the University.
  - Indemnification of University by Licensee/Company
  - Company product liability/insurance coverage
  - Company diligence in getting the technology to the public (commercialization)
  - Reservation of rights for the University to practice the invention for academic and research purposes
  - If federal funding is involved, reservation of rights for the federal government

## Checklist and Questionnaire

1. *What technology(ies) do you want to license? (State each technology specifically, including date of disclosure and reference number assigned)*

2. *Have markets for the technologies been identified?*

Yes  No *If yes, please list them:*

3. *Who will be the principals/officers in the company? (i.e., President, Vice President, General Manager, CEO, COO, etc.)*

Position	Name	Address

4. *Has the company been legally formed?*

Yes  No *If yes, then provide information on Incorporation i.e., State of Incorporation, Incorporators, type of company, legal name, etc.*

5. Will all inventors be participating in the company?

Yes  No Please list all inventors and what participation, if any, they will provide:

6. Has the potential "Conflict of Interest" been properly disclosed to your Dean/Unit Supervisor/Conflict of Interest Committee?

Yes  No If yes, please list date of disclosure and to whom it was made.

7. Has a management plan been developed and agreed to?

Yes  No Please list date of signature by Vice Chancellor for Research/Conflict of Interest Committee Review and approval.

8. Will the company be sponsoring research at the University? (Sponsored research at the University requires the payment of facilities and administrative costs in addition to the direct costs of the research)

Yes  No

9. If the sponsored research is going to be performed in the faculty member's laboratory, has a non-interested Principal Investigator been identified? (Should be a PI who the Inventor does not supervise or otherwise affect their tenure or employment status)

Yes  No If yes, list Designated PI's Name, Position, and Address.

10. Has a Board of Directors been formed?

Yes  No If yes, list Board members by name, address, and occupation/ employment.

11. Is there a scientific advisory board?

Yes  No

If yes, list Advisory Board Members by Name, Address, and Occupation/Employment.

12. How is the company currently capitalized? What plans have been made to capitalize the company in the future?

(KTEC ARMF, KTEC Technology Commercialization Fund, SBIR, STTR, Angel Investors, Venture Capital, etc.)

13. Have corporate partners been secured for research funding and/or investment?

Yes  No If yes, list corporate partners by name, address, and type of organization.

14. Is a business or development plan available?

Yes  No If yes, please attach and return with this document.

15. Has legal counsel been secured?

Yes  No If yes, please provide the name, firm, and address of counsel:

16. Have accounting services been secured?

Yes  No If yes, please provide the name, firm, and address.

17. Where will the company reside?

Corporate Address:

Laboratory Address:

18. Will specific laboratory facilities be needed?

Yes  No If yes, please specify:

## Signatures

_____ Inventor:	_____ Date
_____ Inventor:	_____ Date
_____ Inventor:	_____ Date
_____ James Baxendale Executive Director, KUCTC	_____ Date

### Technology Commercialization at KU:

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