Checklist for ‘Research Contracts and Proposals’

Research contract proposals require the approval of the AVP Technology Transfer, UTRS.

1. Has the ‘Research Contract Proposal’ prepared by the faculty member and approved by the Department Head and/or Dean been approved by the AVP Technology Transfer at UTRS?
   
   YES – Go to 4.
   
   NO – Go to 2.

2. Where the ‘Research Contract Proposal’ has been revised, has it been approved by the AVP Technology Transfer at UTRS?
   
   YES – Go to 4.
   
   NO – Go to 3.

3. A decision to further revise the proposal or whether to proceed is required.

4. Has the draft ‘Research Contract’ prepared by the faculty member and approved by the Department Head and/or Dean been approved by the AVP Technology Transfer at UTRS?
   
   YES – Go to 7.
   
   NO – Go to 5.

5. Has approval been obtained from UTRS for the ‘revised’ draft ‘Research Contract’?
   
   YES – Go to 7.
   
   NO – Go to 6.

6. The draft ‘Research Contract’ should be further revised and resubmitted for approval.

7. The approved ‘Research Contract’ is to be approved by the President, Vice-President Research and Associate Provost, AVP Technology Transfer or designate of the VP Research.