

UNIVERSITY OF NEW HAMPSHIRE

PROCEDURES FOR INDUSTRIAL CONSORTIA

SUBMIT PROPOSAL

1. A University of New Hampshire (UNH) program or project director wishing to establish a UNH Industrial Consortium submits a proposal with budget and justification to his/her UNH Responsibility Center (RC) unit head (normally a dean, institute director, or vice president.) The proposal is accompanied by a Sponsored Programs Approval Routing Form (Yellow Sheet) and evidence of interest by prospective consortium member companies.

AGREEMENT INITIATION

1. Upon receipt of the signed Yellow Sheet, the UNH Office of Sponsored Research (OSR) works with the program or project director and the UNH Office of Intellectual Property Management (OIPM) to prepare an Industrial Consortium Agreement template.
2. Typically, the UNH program or project director then provides a copy of the Agreement template to each company that has expressed interest in becoming a member of the Consortium.
3. If necessary, OSR negotiates the Agreement with a company in partnership with the UNH program or project director and the Director of the UNH Office of Intellectual Property Management.
4. After a company signs an Agreement, OSR signs and provides a copy of the fully-executed Agreement to the program or project director.

INVOICING AND PAYMENT

1. Prior to the anniversary date of each Agreement, OSR sends an invoice to each Consortium member for the annual fee.
2. OSR notifies the program or project director upon receipt of invoice payment or lack of payment.
3. If payment is not received, OSR terminates the Agreement, with concurrence of the program or project director.