

## Student Project - Instructors – Agreements Process\*

Experiential learning through student projects with external sponsors is an opportunity for students to gain real-world experience in their chosen discipline. Each department manages their experiential learning courses in a manner that meets their needs for students' experiential experience and the departments' accreditation requirements.

The following processes, along with the **pre-approved** forms and agreements have been established to increase externally sponsored student project efficiency; making it simpler for instructors to focus on engaging students rather than negotiating contracts and to make it simpler and quicker for Sponsors to engage ISU.

*These processes have been approved by the associate deans. Minor changes can be allowed to meet special needs of a department, but the associate dean needs to approve each process change, prior to implementation.*

**The following are required for EACH externally sponsored Student Project:**

### **Step 1: Identify Potential External Sponsors and Projects**

- Depending upon the dept., project ideas may be generated by faculty, instructors, and/or students.
- Departments are encouraged to contact CIRAS to assist in identifying potential sponsors (contact: Carey Novak; 515-408-4257), [cenovak@iastate.edu](mailto:cenovak@iastate.edu).

### **Step 2: Project Definition**

- Depending upon the department, each sponsor submits a project idea via a project definition form to be reviewed by the respective department faculty and/or instructors.

**Step 3:** If the project definition is agreed to by the Sponsor and the respective department, then Sponsor completes the pre-approved ***Sponsor Acknowledgement Form*** (complete prior to beginning project work).

- **Use the pre-approved *Sponsor Acknowledgement Form* as-is.** The following are **Instructions** for form completion and submission:

<input type="checkbox"/>	The <i>Sponsor Acknowledgement Form</i> is required for <b>each</b> project involving external sponsors. It is to be completed after the faculty departmental contact and the Sponsor have defined the essential details of the project. <ul style="list-style-type: none"> <li><input type="checkbox"/> There may be times when a sponsor has multiple projects - a completed, fully executed form is required for each of the projects</li> </ul>
<input type="checkbox"/>	Departmental contact or Sponsor completes the information section and verifies that it includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Department, course number and faculty contact</li> <li><input type="checkbox"/> Project title and brief description and semester(s) will be active (attach additional sheet if necessary)</li> <li><input type="checkbox"/> Project Sponsor's organization name and address, including the name and title for the sponsor's project coordinator</li> </ul>
<input type="checkbox"/>	Sponsor checks the appropriate boxes indicating agreement or manner in which to proceed (a box <u>must</u> be checked in all four sections).
<input type="checkbox"/>	Sponsor signs the form and fills in the date, printed name, and title.
<input type="checkbox"/>	Sponsor scans and emails, faxes or mails the completed and signed document to dept. contact.
<input type="checkbox"/>	Copy (electronic version is acceptable) of completed, fully executed (all parties have signed) document is sent to appropriate College contact: CoE - Dean's office (c/o Heather Shupick, <a href="mailto:hshupick@iastate.edu">hshupick@iastate.edu</a> , 4100 Martson). CALs – Dean's office (c/o admin staff; 223C Curtiss)

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#### Step 4: As necessary,

If Sponsor indicates on the *Sponsor Acknowledgement Form*, that they will be sharing confidential information during the project, then the ***Non-Disclosure Agreement for Confidential Information in Student Projects*** needs to be completed. It becomes an appendix to the *Sponsor Acknowledgement Form*.

Sponsor completes pre-approved ***Non-Disclosure Agreement for Confidential Information in Student Projects*** (complete and obtain all signatures, including Dean's office, prior to students' beginning project work).

- **Note:** Negotiation of changes to this document or introduction of a different document requires involvement of ISU counsel, additional administrative resources and can take months. It is the University's preference to use this document **as-is**. It will be reviewed on a regular basis to determine need for revisions based on feedback.
- Sponsors sometimes request that their Non-Disclosure Agreement be used. Send them the pre-approved, ISU agreement to review and strongly encourage them to use this ISU agreement.
- **Note:** Sponsor should bear in mind that many of the students working on their projects are seniors, the majority of which will graduate after the semester is over. It is not feasible for ISU to track all of these students for five years after graduation; hence, the form has a three year expiration date.
- **Instructions** for form completion and submission:

<input type="checkbox"/>	A separate <i>Non-Disclosure Agreement for Confidential Information in Student Projects</i> (NDA) is required for <b>each</b> project that Sponsor has indicated that they will share confidential information during the project. The sponsor may have multiple projects where confidential information will be shared. An NDA is required for <b>each</b> project. If there are multiple teams working on the same project, a single NDA may be used for the project
<input type="checkbox"/>	Complete the information section (ensure that it matches <i>Sponsor Acknowledgement Form</i> ), including: <ul style="list-style-type: none"><li><input type="checkbox"/> Department, course number and faculty contact</li><li><input type="checkbox"/> Project title and brief description and semester(s) will be active (attach additional sheet if necessary)</li><li><input type="checkbox"/> Project sponsor's organization name and address including the name and title for the sponsor's project coordinator</li></ul>
<input type="checkbox"/>	Sponsor signs the form and fills in the date, printed name, title, organization name and address.
<input type="checkbox"/>	Sponsor scans and emails, faxes or mails the completed and signed document to departmental contact.
<input type="checkbox"/>	Students sign form - multiple students can sign as parties to the Agreement (student must be 18). Additional signature pages may be attached as necessary.
<input type="checkbox"/>	Submit form (can be electronically) to appropriate College contact: CoE - Dean's office (c/o Heather Shupick, hshupick@iastate.edu, 4100 Marston). CALs – Dean's office (c/o admin staff; 223C Curtiss)
<input type="checkbox"/>	Dean's office completes the effective agreement date, signs for the University, retains copy and then sends copy back to departmental contact.
<input type="checkbox"/>	Departmental contact provides copy of completed, fully executed (all parties have signed) document to Sponsor, student participants and others that have signed the agreement.
<input type="checkbox"/>	Departmental contact informs students that they should retain a copy of the fully executed document. The ISU retention of written contracts schedule advises that contracts should be kept, "Retention: 10 fiscal years – after the expiration or termination of the contract." Contracts can be retained electronically. See: <a href="http://records.policy.iastate.edu/view.php?id=414">http://records.policy.iastate.edu/view.php?id=414</a>

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## STEP 5: As necessary,

If Sponsor indicates on the *Sponsor Acknowledgement Form*, that they desire to obtain ownership rights from the participants, then the ***Special Intellectual Property Agreement for use by Students when assigning Intellectual Property to Sponsor*** needs to be made with **each** student participant.

Sponsor completes pre-approved ***Special Intellectual Property Agreement Form for use by Students when assigning Intellectual Property to Sponsor***.

This is a separate agreement between **each** individual student participant (with Faculty Instructor acknowledgement) and the Sponsor.

**Note:** Students are never obligated to participate in activities that require the assignment of the student's intellectual property to the University or to another entity. In these situations students must be presented with an option of an alternative activity to participate in that does not require the student to assign their intellectual property to another entity.

**Note:** Negotiation of changes to this document or introduction of a different document requires involvement of ISU counsel, additional administrative resources and can take months. It is the University's preference to use this document **as-is**. It will be reviewed on a regular basis to determine need for revisions based on feedback.

Sponsors sometimes request that their IP agreement be used. Send them the pre-approved agreement to review and strongly encourage them to use this pre-approved agreement.

- **Instructions** for form completion and submission:

<input type="checkbox"/>	A separate <i>Special Intellectual Property Agreement Form for use by Students when assigning Intellectual Property to Sponsor Form</i> is required for <b>each</b> student participant in <b>each</b> project that the sponsor has indicated that they desire to obtain ownership rights from the participants in the project.
<input type="checkbox"/>	Advise students that they are not obligated to participate in projects that requires assignment of their IP to another entity (provide alternative activity, as necessary).
<input type="checkbox"/>	If a student agrees to assign intellectual property rights to sponsor (student must be 18),
<input type="checkbox"/>	Student completes the Assignment of Rights Section of document (Course number, Identification of project/activity requiring assignment of intellectual property, and entity name). Must match the information included in the <i>Sponsor Acknowledgement Form</i> .
<input type="checkbox"/>	Student signs the form and fills in the date, printed name, and non-ISU email address (retain copy until fully executed (all parties have signed) document received).
<input type="checkbox"/>	Student returns agreement to departmental contact.
<input type="checkbox"/>	Faculty Instructor signs the form and fills in the date and printed name (retain copy until fully executed document received).
<input type="checkbox"/>	Sponsor signs the form and fills in the date, printed name, and title.
<input type="checkbox"/>	Sponsor scans and emails, faxes or mails the completed and signed document to departmental contact.
<input type="checkbox"/>	Departmental contact retains one copy (can be electronic) of completed, fully executed document and provide each student with copy (can be electronic).
<input type="checkbox"/>	Departmental contact informs student that he or she should retain a copy of the fully executed document. The ISU retention of written contracts schedule advises that contracts should be kept, "Retention: 10 fiscal years – after the expiration or termination of the contract." Contracts can be retained electronically. See: <a href="http://records.policy.iastate.edu/view.php?id=414">http://records.policy.iastate.edu/view.php?id=414</a>

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