**GUIDANCE ON COMPLETING THE FORM**

This Industry Collaboration Form is part of the Industry Collaboration Framework that all MRC applicants (both research grants and fellowship applications) should complete if their project involves collaboration with a company Project Partner (see section on eligibility in the guidance as what defines a company for collaborative research projects).

**Section 4 should be completed in consultation with the Research Organisation Research Contracts Office, Technology Transfer Office or equivalent department and co-signed/approved by the department that will be responsible for approving/signing the collaboration agreement (e.g. Research Contracts Office or equivalent department).**

**Purpose:**

The purpose of this Industry Collaboration Form is to evidence that the framework for a successful collaboration has been established, with initial discussions and considerations regarding intellectual property and dissemination of results having taken place with the appropriate person in each organisation. Funded collaborative grants will require a single Collaboration Agreement signed by all parties to be submitted to MRC Head Office prior to project funds being released.

**Multiple Commercial Partners:**

Please note if your grant application involves multiple Project Partners, these should be included on a single form but the contributions and collaborative activity with each Project Partner and the individual Project Partner financial contribution to the project should be clearly defined. If there are exceptional circumstances where companies need to have separate forms please contact the office for further guidance outlining your reasoning.

**Form Formatting:**

In section 3 cells that are greyed out do not need to be filled in, since these are automatically calculated from cells elsewhere in the form. To ensure that all the automatic calculations are undertaken, please **start from the first entry and tab through the entire document; alternatively, press F9 to update all fields.**

**Submitting your form:**

Once completed, the Industry Collaboration Form should be signed by the lead academic PI and relevant research organisation department(s), should be saved as a PDF file named ‘Industry Collaboration Form’, remove the guidance page and upload it to your Je-S application using the ‘MICA form’ attachment option.

**Supporting documents:**

Each Project Partner must also supply a signed and dated Letter of Support, outlining their contribution and commitment to the project and must also either make the statement that “what is set out in the Industry Collaboration form is a fair and accurate representation of the discussions between the partners” and/or can set out their expectations around sharing of IP and dissemination of results. The letter of support will be cross checked with the Industry Collaboration form and subsequently the collaboration agreement, if awarded. These should be uploaded to Je-S as document type “Project Partner Letter of Support”. A template letter of support can be found on the [MRC webpage](https://www.ukri.org/publications/mrc-industry-collaboration-framework-additional-documents/).

Further MRC guidance on collaborative grants can be accessed on the [MRC webpage](https://www.ukri.org/councils/mrc/guidance-for-applicants/types-of-funding-we-offer/mrc-industry-collaboration-framework-icf/) and on the [MRC Guidance to Applicants webpage](https://mrc.ukri.org/funding/guidance-for-applicants/).

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| **Section 1: Application Details** | | |
| **PI Name** |  | |
| **PI Institution** |  | |
| **Application Title** |  | |
| **Application Type** | Choose an item. | |
|  | |
| **Company Name** |  | |
| **Main contact name** |  | |
| **Main contact position** |  | |
| **Company size** | Choose an item. | |
| **Project Partner Location** | Choose an item. | |
| **Country (if International)** |  | |
| If the company has more than one site you should provide the location of the part of organisation that you are collaborating with.  Please see sections 8-11 of [Companies House accounts guidance](https://www.gov.uk/government/publications/life-of-a-company-annual-requirements/life-of-a-company-part-1-accounts) for conditions that determine company size.  If you are collaborating with more than 1 company please duplicate the details above for each company by clicking on the .  If the company is considered international (see definition in the guidance) please provide a justification in section 6. | | |
| **Section 2: Research type** | | |
| **2.1 Main Research Type** | *Choose one:* Basic Research  Applied Research | |
| ***Definition of research type****:*  ***Basic research*** *is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.*  ***Applied research*** *is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective.* | | |
| **2.2 Please detail how the research meets the relevant criteria of either Basic or Applied Research for the collaborative aspect of your proposed research.** (max 150 words). | | |
| *This information is needed by MRC Head Office to ensure that we fund grants in accordance with UK Subsidy Control rules, which regulate state subsidies including for funded research grants and fellowships****.*** | | |
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| **Section 3: Project Partner Contributions and Collaboration Details** | | |

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| **3.1 Proposed Project Partner Financial Contributions** | | | |
| Please provide a breakdown of contributions from each Project Partner in the contribution details but sum up the total contributions in the value column. In-kind contributions can include consumables, materials, staff time, access to facilities  **All fields in this section are mandatory. The grey boxes will automatically complete if you tab through or press F9** | | | |
| **Project Partner contributions** | **Contribution details** (150 words per section) | | **Value (£)** |
| **Cash Contributions** |  | |  |
| **In-Kind Contributions** |  | |  |
| **TOTAL Project Partner Contributions** (autocompleted) | | | **£0.00** |
| **Academic Cost (fEC)** | *The Full economic cost of the grant from your Je-S submission* | |  |
| **TOTAL Project Cost = Project Partner Contributions + Academic Cost** (autocompleted) | | | **£0.00** |
| **% Project Partner Contribution** (autocompleted) | | |  |
| **3.2 Please outline the objectives of the collaborative aspects of your proposed research:**   * **detail the individual contributions and task responsibilities of each partner to delivery of the project/ fellowship.** * **describe how the collaborative activity fits into the overall research project** * **how the expertise of each partner will contribute to the success of the project**   (max 350 words) | | | |
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| **3.3 Please explain why the project cannot be undertaken without the proposed industry collaboration and without the request for UKRI funding?** (max 150 words) | | | |
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| **Section 4: Intellectual Property (IP) Management and Dissemination of project results** | | | |
| *Please complete this section in consultation with the Research Organisation Research Contracts Office, Technology Transfer Office or equivalent department.* | | | |
| **4.1 Please select whether you are submitting your application under fully flexible or gated contributions requirements** | | | |
| ***Fully Flexible:***  *No pre-negotiated rights to IP generated but industrial partner may have a right to negotiate for access (at a fair market price) to the academic party’s IP but terms cannot be agreed until the project is completed*  *Potential access to data and IP for internal research and development purposes* | | ***Basic:*** *Potential access to data and IP no minimum contribution* | |
| ***Applied:*** *Potential access to data no minimum contribution*  *Potential access to data and IP with 15% minimum contribution* | |
| ***Gated***  *industry partner wishes to pre-negotiate the distribution of academically generated foreground project IP* | | ***Basic:*** *minimum value of the industry contribution must be 25% total project costs* | |
| ***Applied:*** *minimum value of the industry contribution must be 50% total project costs* | |
| *Choose one:* Fully Flexible  Gated | | | |
| **4.2 Please outline the pre-existing IP (‘background IP’) that each Project Partner (including the academic Partner) will bring to the collaborative research project and the terms under which Project Partners may access these assets.**  (max 250 words) | | | |
| *Please note that IP is a collective term for all intangible assets such as data, software, know-how, materials, inventions, methods, designs and the associated intellectual property rights (including patents, copyright and trademarks).*  *One example of an arrangement for background IP is for Project Partners to have free access to background IP for at least the duration of the research project and a non-exclusive option to negotiate a license for background IP for future research use on fair and reasonable terms.* | | | |
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| **4.3 Please outline the IP that is expected to be developed during the collaborative research project (‘foreground IP’) and briefly outline how it will be managed:**   * **which Project Partners will own this IP,** * **what rights Project Partners will have to use academically-generated foreground IP during and after the research project for internal R&D and/or for commercial purposes,** * **any rights of the academic partner to commercialise the foreground IP (including foreground IP generated by Project Partners).**   (max 300 words) | | | |
| *Please note that the MRC would expect IP generated by publicly funded research to be owned (at least initially) by the academic party, with an option to obtain a licence on appropriate terms to be agreed granted to the Project Partner, depending on contribution made by the Partner.* | | | |
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| **4.4 Please outline details on any restrictions to dissemination of the project / fellowship results, including such as rights of the project partner to: (i) review, approve and/or delay publications (including the time period associated with such rights); and/or (ii) request/require the removal of any information.** (max 150 words) | | | |
| *For Fellowship applications the plans for dissemination of outputs should not inhibit the career development of the fellow.* | | | |
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| **Section 5: Conflict of interest concerns** | | | |
| **5.1 Please declare any conflicts of interest held by the participating academic in relation to the project partners and describe how they will be managed. Include any existing collaborations / agreements, company shares held by the academic partner and any consultancy services undertaken by academic partner.** (max 100 words) | | | |
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| **Section 6: Additional Information** | | | |
| **6.1 Please provide any additional information on your collaboration that you have not been able to include in the sections above that are relevant to IP management and subsidy controls. If you need to provide a justification for collaborating with an overseas company, please provide it here.** (max 200 words) | | | |
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| **Signatures** | | |
|  | **Lead PI** | **Representative from Research Organisation Department signing Collaboration Agreement** |
| **Name** |  |  |
| **Job Title** |  |  |
| **Signature** |  |  |
| **Date** |  |  |