

PARTNERSHIP AGREEMENT

Research & Enterprise Services

1. Objective

This document outlines the terms under which services are delivered by Research & Enterprise Services (RES).

2. Period of the agreement

This document covers the period August 2017 to July 2018. Towards the end of this period we will review and revise it as necessary.

3. Who we are and what we do

We provide pre-award support and expert advisory input to all open competition grant applications (including, research, studentships, innovation and some non-research applications) and assist in planning and strategy for research and innovation funding. We review and authorise all open competition research grant applications and awards on behalf of the University (please note that it is a University requirement that all applications and contracts are costed and approved by RES), We also maintain and provide up to date insight into policies, strategies, calls and activities for key research funders and partners on behalf of the University.

We negotiate and authorise agreements for all contract funded research and research-related or expertise-based enterprise and commercial activity, including the commercial use of intellectual property arising from research.

We secure and manage formal patent protection for intellectual property rights relating to technology arising from our research and deal with all commercial and contract matters relating to the funding, distribution, commercial and non-commercial use of intellectual property in our research outputs. This includes assessment and review of initial business cases and proposals for IP commercialisation and research based or IP based spin-out business developments. We provide the approval and recommendation route for University investment in IP protection and commercialisation activities.

In addition, the Knowledge Transfer Centre (KTC) group within RES provides cradle-to-grave support, including relationship management support via the Business Relationship Managers (BRMs), for collaborative and innovation projects involving external partners, as well as supporting the Research Themes in planning and developing strategies relating to knowledge exchange and innovation funding. This includes providing pre- and post-award project management support for these activities. It is a requirement that we review and authorise all Knowledge Transfer Partnership (KTP) applications and awards on behalf of the University,

RES also provides specialist services in the identification and management of research Impact and in research data management.

We provide services to the following groups:

- University Executive Board & its members

- University Board for Research & Innovation (and its sub-committees and working groups)
- University Research Committee & its members
- Heads of School
- Heads of Function
- Research Division Leaders and IDRI Directors
- Individual staff members

We generally do not provide post-award financial or project management services, other than for specific KTC projects. For KTP this includes full support throughout the lifetime of a project. For non-KTP innovations projects supported by KTC, the KTC will provide support and guidance as agreed in advance with the PI.

For further detail on the services we provide to various user groups across the University, **please contact Research & Enterprise Services.**

4. How to access our service

Our services can generally be accessed as follows. **Please contact Research & Enterprise Services** to discuss any variations for specific services or user groups that may be required.

a. When we're available

Normal office hours are 9am – 5pm, Monday to Thursday, and 9am – 4.30pm on Friday, As the University operates a Flexible Working policy individual staff may in practice follow agreed variations to these working hours. It will be made clear to service users when such circumstances arise that may materially affect service.

b. How to contact us

General Telephone Enquiries: (+44) (0)118 378 8628 or +44 (0)118 378 8214 for KTC

General Email Enquiries: res@reading.ac.uk

Website: <http://www.reading.ac.uk/internal/res/>

c. Who to contact

Each research division at the University has a nominated contact for research grant, collaborative relationship management and contract matters. Details for each individual team member and their areas of specialism may be found at:

<http://www.reading.ac.uk/internal/res/Contact/res-contact.aspx>

d. Who can request our services

We are available to all members of staff directly. We may also provide support to post-graduate research students with queries relating to industry sponsored research and intellectual property.

5. Our commitment to service users

In delivering our services, we commit to the following principles and practices:

We will uphold the University's *Values for Working Together and Professional Behaviours*.

We will provide a named contact for each application, contract or project.

We aim to provide a response by the end of the next working day for simple enquiries or questions.

We aim to provide a first response by the end of the next working day for new applications, IP assessments, contracts or other complex matters likely to require ongoing management and work-planning from RES as part of our current portfolio of supported projects. That response will detail the main contact point and likely time frame for a substantive response if further or more detailed work is required.

We will clearly communicate the inputs, information and assistance required from the service user for us to be able to progress or complete actions and next steps.

We will review published calls or tenders and liaise with funders and sponsors as required to establish clear understanding of application and approval processes.

We will manage the bid submission / contract negotiation process and coordinate liaison and contact with other relevant service areas and external partners on behalf of service user to obtain necessary information and partner consents to complete submission or contracting.

We will maintain ongoing communication and dialogue with service users to update on progress of work, actions undertaken and external factors which may delay progress.

We will complete costings according to University and Sponsor rules and requirements for open competition research grant applications and to establish the full cost of negotiated contracts.

We will provide advice and guidance on the pricing of negotiated funding and contracts as part of the negotiation process, including advice on the implications of accepting any proposed below-cost pricing.

We will provide at least one complete proposal review before submission of research grant applications.

We will provide support with technical and administrative aspects of funding applications.

We will provide authorised sign-off to all research and related applications and research and enterprise contracts within delegated limits, and act as exclusive authorisation and recommendation route to senior management sign-off outside of delegated limits, as per University Financial Regulations. We will provide support to non-research competitive funding bids, including costing, review of funding terms and acceptance of awards/ completion of funding contracts.

We will support colleagues in managing potential and existing collaborative relationships.

We will provide full pre- and post-award support for all KTP applications, including relationship management.

We will provide authorised sign-off to all KTP applications.

We will provide a professional and timely service when dealing with external partners and stakeholders.

6. What we need from our service users

In order to deliver an effective service, we require our service users to do the following:

Contact us as soon as the service user decides they wish to bid for funding or enter a negotiation leading to a contract or new collaborative relationship.

Provide us with outline project information as soon as possible after the initial contact including any deadline for proposal, name of funder and funding call or main contact, personnel at Reading involved in the bid and information on other partners also involved.

Advise us of any periods where the service user will be unavailable or working away from the University during the application preparation or negotiation period.

Advise immediately of any facts which might reasonably give rise to a perception of bias or conflict of interests or which may be contrary to the University's statutory obligations.

Observe the requirements of the University's policies in regard to research matters and financial regulations.

Provide such additional information as required by Research & Enterprise Services in a timely manner.

For negotiated agreements: engage effectively with contract managers so that initial cost and price of the work may be established as soon as possible and kept updated during the negotiation.

For competitive research bids we require researchers to provide the final version of the application for final checking and submission in advance of our 5 working day internal deadline

7. Service limitations and dependencies

The following factors may affect the service we can provide to users:

These services are predicated on continuing levels of funding and resource being made available to RES. Any reduction in funding such that resources do not keep pace with growth in research & enterprise activity may affect services over the long term.

Any failure to meet the service user inputs listed above may prevent us from providing service to the best of our ability.

Conduct towards colleagues by service users which falls short of the University's *Values for Working Together and Professional Behaviours*, particularly behaviour which is perceived as insulting or bullying in nature, or which undermines our reasonable efforts to act in the best interests of the University, will lead to a review of service.

Failure to meet internal deadlines or to provide us with reasonable notice and / or sufficient information to allow performance of our duties and responsibilities within normal working hours and patterns may result in a reduced level of service.

As we service the entire University, we experience significant peaks in demand against major funder deadlines and financial year-ends from multiple sources. Colleagues who engage with us early in the process and well before internal deadlines, may be given priority at such times.

In extreme cases where we are not given a reasonable opportunity to provide a full service, we may not be able to assist beyond performing a basic grant submission or contract review service. In such cases the Head of School will be advised as to the potential risks involved and asked to accept such risks on balance against potential benefits of the activity before we provide authorisation on behalf of the University.

Our service provision is frequently dependent on inputs and advice from other service areas within the University and limitations in those services may from time to time affect our service performance.

We may occasionally have to vary the lead contact for a research division or specific activity at short notice to ensure peaks in demand are met by appropriately experienced staff. Our aim at such times is to maintain service levels across the group while minimising disruption.

8. Managing our service

Until 31st July 2018, the senior officer responsible for RES shall be the Pro Vice Chancellor for Research and Innovation (Professor Steven Mithen) on behalf of University Executive Board.

Until 31st December 2017, Andrew Carlin has overall responsibility for the Enterprise Services group within RES including oversight of contracts, intellectual property (IP) management and business activity based on IP & research.

Dr Anne-Marie Van Dodeweerd is responsible for managing the Research Services group within RES who deal with research grant applications, impact management and research data management. From the 1st January 2018, she will also be responsible for the Research Contracts team.

Dr Susan Matos is responsible for managing the KTC within RES, who deal with collaborative relationships with external partners, including Knowledge Transfer Partnerships. From the 1st January 2018, she will also be responsible for the intellectual property (IP) management team.

9. Reporting and resolving problems with our service

Users experiencing problems with our service should contact either Anne-Marie van Dodeweerd (a.vandodeweerd@reading.ac.uk) or Susan Matos (s.t.matos@reading.ac.uk) to report any issues in the first instance.

10. Providing feedback on our service

We welcome constructive feedback on our services. Compliments and complaints, and suggestions for additions and improvements to our standard services, should be sent to the relevant head of service group in the first instance. Periodically, we will request this information as part of the on-going review of our services and their provision.

Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.0	[Function]			
1.1	Anne-Marie van Dodeweerd	17/11/2017		