



Technical Evaluation Guidelines and Procedures . . .

Definition: A Technical Evaluation project (TE) uses established methods and techniques to evaluate company-provided intellectual property (IP), equipment, software, and/or protocols. This frequently requires use of ISU-owned equipment and/or unique capabilities. The scope of TEs are often characterized by the examination of Material (e.g. equipment, software, samples, or prototypes) to assess and establish if the Material is functioning properly under test conditions. TEs are not appropriate for biological materials (e.g. plants, animals, plasmids, vectors, humans).

No new IP is anticipated; improvements to background IP are owned by the providing party. The company owns data resulting from the project. ISU has the right to publish, but company has the right to review public disclosures and remove its confidential information.

OIPTT will determine when a TE agreement is appropriate for a project.

Technical Evaluation Characteristics

- The TE will differ for each company by including a distinct combination of protocol, equipment, expert analysis or discretionary judgment. The agreement will cover the timeline, work plan, deliverables, and budget.
- TE agreements **may** be used when:
 - ISU evaluates company-provided intellectual property, software, equipment and/or protocol, without improvement, reformulation, or redesign.
 - ISU uses specialized equipment or unique capabilities, producing outcomes that will include:
 1. Results outside of basic quality checks or standard summary graphics; and/or
 2. Analysis or discretionary judgment; and/or
 3. Publishable findings or results.
- TE agreements **may not** be used when:
 - ISU improves, reformulates, or redesigns what the company provides.
 - Performing research or development.
 - Developing a protocol, standard operating procedure (SOP), or software is the main outcome.
 - Cost sharing or matching funds are included.
 - Subcontracts or pass-through funding to another entity is included.

GoldSheet Guidelines

- TEs require a GoldSheet.
 - OIPTT manages the contract process after the GoldSheet is approved by OSPA.
 - In the Notes section of the GoldSheet:
 - Indicate this is a Technical Evaluation.
 - Provide the name, email address, and phone number (if available) for the contact person at the company.
 - Indicate if the TE is ready for an agreement.
 - Provide the ISURF number, if ISURF background IP is being used.
 - Budget: Use the “Loaded BOB” budget template, available at <http://www.ospa.iastate.edu/forms>.
 - A 15% indirect cost rate (of total direct costs) applies to all TE agreements.
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Contact Information

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