

Request for Approval of Spin-Out

Section 1: To be completed by the member of staff wishing to form a University Spin-Out or direct association (Employment/directorship/technical or advisory role) with an existing company. **Note:** Please complete a C11 form for requests associated with Consultancy.

Name(s):		
Division(s)/ School(s)		
Outline of proposed Spin-Out or Direct Company Association:		
Are you joining an existing company?		YES/ NO
Have you been offered shares in the company?		YES/ NO
If yes to either, please provide details below: Registered company name: Position offered/Share holding: Key contact within Company Name: Position: E-mail address:		
Is the proposed Spin-Out/work related to your normal duties of employment; technical expertise and/or field of current/previous research? If yes, please provide details:		YES/ NO
Does the company require access to University IP and/or teaching materials (including IP developed at a previous institution)? If yes, please provide details:		YES/ NO

Is the work likely to result in new Intellectual Property Rights (IPR)? If yes, please provide details (How would this differ from IPR associated with University activity?):	YES/ NO
Outline how you propose to accommodate likely time commitments:	
Would the proposed Spin-Out/work require access to University facilities or wider University staff? If yes, please provide details (e.g. secondment of staff):	YES/ NO
Please detail any conflict of interest, or potential conflict, with the University (including financial interest):	
Please note that a declaration of interest form should be submitted on approval or initiating activity.	
Please Note: Your direct association with an external company may impact potential development funding routes involving the company and the University (Please contact KEI for more information).	
Signed:	Date:

Comments:

Please seek guidance from the Technology Transfer office for clarification and further information. This is a live document and may be amended and updated. Any amendments will require further sign off.

Section 2: To be completed by the Head of School and/or Division:

Type of company association: Please tick one box: Please provide further details below; in comments section. Guidance is available from the Technology Transfer office. Commercialisation@kent.ac.uk	1. Non-commercial professional activity	2. Start-up (not related to University activity)
	3. Spin-out (related to field of research)	4. Second employment (non shareholder position)
	5. University staff undertaking shareholder role (e.g. Tech Director/Sci. Off.) (as 3, above)	6. Evaluation license, with a view to Spin-Out or key shareholder role
Read and Understood by Head of School:		Date:
Read and Understood by Head of Division:		Date:

Comments:

Please retain a copy of this form in the School for the Annual Report and send the signed document (and electronic version) to [Technology Transfer office](#) for next stage approval.

Admin Use Only	Date:
Date copy received by Knowledge Exchange and Innovation (KEI)	

Comments:

Section 3: To be completed by Commercialisation Manager (KEI):

Has a Business Plan been submitted?		YES/ NO/ NA
Has the individual signed a Second Employment IP Declaration form?		YES/ NO/ NA
Will the University have representation* on the Board of Directors?		YES/ NO/ NA
Proposed University equity share associated with IPR, infrastructure contributions, general support: (Further details below)		YES/ NO/ NA
Equity share Please tick one box:	1. Non (no IPR/other support offered or identified)	2. 50%: Significant Transfer of IPR and/or infrastructure and support
	3. 40%	4. 30%
	5. 20%	6. 10%
Signed:		Date:

Comments: Business case to be presented to the Innovation Exploitation Board: Commercialisation Team, Director of Knowledge Exchange and Innovation (KEI), Deputy Director of Finance (May include advisors or sector specialist, as required).

*University staff undertaking a Directorship role should complete a declaration of interest form

Section 4: To be completed by Director of Knowledge Exchange and Innovation (KEI):

Authorise University Spin-Out or direct association with an existing company (Subject to contract):	YES/ NO
Please copy any relevant change/updates/correspondence:	
Signed:	Date:

Comments:

- (i) Agreement constitutes a non-binding Memorandum of Understanding: Formal contracting will be initiated on authorisation granted above.
- (ii) In exceptional circumstances sign-off may be required by the Deputy Vice-Chancellor for Finance & Commercial Services (sign-off required Yes/No)

Section 5: To be completed by Deputy Vice-Chancellor for Finance & Commercial Services (if applicable):

Authorise University Spin-Out or direct association with an existing company:	YES/ NO
Signed:	Date:

Comments: