## UNIVERSITY OF KENT

**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**](https://www.kent.ac.uk/governance/register-of-interests/Declaration-of-Interests-Policy.html) **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 KIE 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*](mailto:Commercialisation@kent.ac.uk) | 1. Non-commercial professional activity | 2. Start-up (not related to University activity) |
| 1. 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](file:///\\files.kent.ac.uk\shared\RIS\KEI\COMMERCIALISATION\Technology%20Transfer\Template%20Agreements\Spin-Out\commercialisation@kent.ac.uk) for next stage approval.

|  |  |
| --- | --- |
| ***Admin Use Only*** | ***Date:*** |
| **Date copy received by Research and Innovation Services (RIS)** |  |

**Comments:**

**Section 3: To be completed by Commercialisation Manager (RIS):**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 theInnovation Exploitation Board: Commercialisation Team, Director of Research and Innovation Services (RIS), 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 Research and Innovation Services (RIS):**

|  |  |  |
| --- | --- | --- |
| **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:**

1. Agreement constitutes a non-binding Memorandum of Understanding: Formal contracting will be initiated on authorisation granted above.
2. 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:**

**Section 6: Signed and agreed by Requester(s)/Academic(s):**

|  |  |  |
| --- | --- | --- |
| **I agree to the terms set out in this Memorandum of Understanding:** | | YES/ NO |
| **Signed:** | **Date:** | |

**Comments:**