



UCCS Innovation and Technology Transfer Guidelines

Background

The research mission of UCCS includes the generation and disseminating of new knowledge. One way new knowledge is translated to the public and/or part of commercial applications and solutions is through “technology transfer.” At UCCS, faculty are encouraged, but not required, to participate in the innovation process. In such cases where personnel, including faculty, staff, students, post-docs, and persons with visiting appointments engage in technology transfer, it is important to follow established copyright, patent, inventions, and other disclosure policies and processes to protect the rights, obligations, and outcomes resulting from the work.

Relevant CU and UCCS policies

- [Regent Policy 5J & 5K](#) Policy for [Discoveries and Patents—Administrative Policy Statement 1013](#)
- Policy for [Intellectual Property That is Educational Materials – Administrative Policy Statement 1014](#)
- [Policy on Distribution of Income Generated from Intellectual Property 900-005](#)

UCCS General Technology Transfer Management Process

UCCS has partnered with [Venture Partners at CU Boulder](#) who provides the technology transfer support. Venture Partners provides holistic TT services, including invention disclosure assessment, intellectual property strategy & protection, proof-of-concept funding for high potential innovations through OEDIT’s AI grant program, entrepreneurial training, and licensing support. UCCS community members who wish to participate in technology transfer will follow the tech-transfer related policy, guidelines, and processes in place at CU Boulder.

The UCCS Executive Directive for Distribution of Facilities and Administrative (F&A) Recovery from Externally Sponsored Programs (6-12-2023) states that the VCAF assumes 80% of technology transfer costs. The remaining costs must be covered by the college/department/center as determined by the college dean(s).

Steps:

- A) Parties will familiarize themselves with the Regent Policy 5J and APS 1013 & 1014 related to intellectual property (IP).
- B) Parties will submit an [invention disclosure form](#) with Venture Partners.
- C) If Venture Partners recommends IP protection, they will work with a patent counsel to generate a cost estimate to be shared with the parties and the UCCS Technology Transfer Officer (the “TTO” who at UCCS has been subdelegated to the Dean of the Kraemer Family Library). The goal is to come to a decision within 6 weeks of the disclosure to decide if there will be an investment to protect the IP.
- D) The TTO will review the recommendation and confirm that the parties are in compliance with other campus policies (e.g., each party has a current conflict of interest disclosure on file, each party is eligible to engage in the disclosure).
- E) The TTO will forward the recommendation to the appropriate Dean(s) or Director(s) who will review the funding estimates. The Dean or Director is the only one who can make a budget determination and approve the funding plan. When more than one Dean/Director is involved because the researchers are from multiple units, there must be an agreed upon budget distribution. If one Dean/Director opts out the other(s) may negotiate the terms to move forward.
- F) The TTO will confirm with Venture Partners the agreeable funding plan and provides the final authorization to proceed or cease.
- G) Venture Partners will invoice the VCAF for services rendered once per year, demarcated by the parties’ primary college, school, institute, or center affiliation.
- H) The VCAF will provide a campus level speedtype for the invoice and the UCCS Budget Office will reconcile with the appropriate unit for the cost allocation.

Office of Research