Student Project - Instructors – Agreements Process*

Experiential learning through student projects with external sponsors is an opportunity for students to gain real-world experience in their chosen discipline. Each department manages their experiential learning courses in a manner that meets their needs for students’ experiential experience and the departments’ accreditation requirements.

The following processes, along with the pre-approved forms and agreements have been established to increase externally sponsored student project efficiency; making it simpler for instructors to focus on engaging students rather than negotiating contracts and to make it simpler and quicker for Sponsors to engage ISU.

*These processes have been approved by the associate deans. Minor changes can be allowed to meet special needs of a department, but the associate dean needs to approve each process change, prior to implementation.*

The following are required for **EACH** externally sponsored Student Project:

**Step 1: Identify Potential External Sponsors and Projects**
- Depending upon the dept., project ideas may be generated by faculty, instructors, and/or students.
- Departments are encouraged to contact CIRAS to assist in identifying potential sponsors (contact: Carey Novak; 515-408-4257), cenovak@iastate.edu.

**Step 2: Project Definition**
- Depending upon the department, each sponsor submits a project idea via a project definition form to be reviewed by the respective department faculty and/or instructors.

**Step 3:** If the project definition is agreed to by the Sponsor and the respective department, then Sponsor completes the pre-approved **Sponsor Acknowledgement Form** (complete prior to beginning project work).

- **Use the pre-approved Sponsor Acknowledgement Form as-is.** The following are **Instructions** for form completion and submission:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>The Sponsor Acknowledgement Form is required for each project involving external sponsors.</td>
<td>It is to be completed after the faculty departmental contact and the Sponsor have defined the essential details of the project.</td>
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<td>- There may be times when a sponsor has multiple projects - a completed, fully executed form is required for each of the projects.</td>
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<td>Departmental contact or Sponsor completes the information section and verifies that it includes:</td>
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<tr>
<td>- Department, course number and faculty contact</td>
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<td>- Project title and brief description and semester(s) will be active (attach additional sheet if necessary)</td>
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<td>- Project Sponsor's organization name and address, including the name and title for the sponsor's project coordinator</td>
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<td>Sponsor checks the appropriate boxes indicating agreement or manner in which to proceed (a box must be checked in all four sections).</td>
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<td>Sponsor signs the form and fills in the date, printed name, and title.</td>
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<tr>
<td>Sponsor scans and emails, faxes or mails the completed and signed document to dept. contact.</td>
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<tr>
<td>Copy (electronic version is acceptable) of completed, fully executed (all parties have signed) document is sent to appropriate College contact:</td>
<td>CoE - Dean's office (c/o Heather Shupick, <a href="mailto:hshupick@iastate.edu">hshupick@iastate.edu</a>, 4100 Martson).</td>
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<tr>
<td>CALS – Dean’s office (c/o admin staff; 223C Curtiss).</td>
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*For questions on this process, contact Carey Novak 1 515-408-4257 | cenovak@iastate.edu*
Step 4: As necessary,
If Sponsor indicates on the Sponsor Acknowledgement Form, that they will be sharing confidential information during the project, then the Non-Disclosure Agreement for Confidential Information in Student Projects needs to be completed. It becomes an appendix to the Sponsor Acknowledgement Form.

Sponsor completes pre-approved Non-Disclosure Agreement for Confidential Information in Student Projects (complete and obtain all signatures, including Dean's office, prior to students' beginning project work).

- **Note:** Negotiation of changes to this document or introduction of a different document requires involvement of ISU counsel, additional administrative resources and can take months. It is the University's preference to use this document as-is. It will be reviewed on a regular basis to determine need for revisions based on feedback.

- Sponsors sometimes request that their Non-Disclosure Agreement be used. Send them the pre-approved, ISU agreement to review and strongly encourage them to use this ISU agreement.

- **Note:** Sponsor should bear in mind that many of the students working on their projects are seniors, the majority of which will graduate after the semester is over. It is not feasible for ISU to track all of these students for five years after graduation; hence, the form has a three year expiration date.

- **Instructions** for form completion and submission:

  - A separate Non-Disclosure Agreement for Confidential Information in Student Projects (NDA) is required for each project that Sponsor has indicated that they will share confidential information during the project. The sponsor may have multiple projects where confidential information will be shared. An NDA is required for each project. If there are multiple teams working on the same project, a single NDA may be used for the project.

  - Complete the information section (ensure that it matches Sponsor Acknowledgement Form), including:
    - Department, course number and faculty contact
    - Project title and brief description and semester(s) will be active (attach additional sheet if necessary)
    - Project sponsor's organization name and address including the name and title for the sponsor's project coordinator

  - Sponsor signs the form and fills in the date, printed name, title, organization name and address.

  - Sponsor scans and emails, faxes or mails the completed and signed document to departmental contact.

  - Students sign form - multiple students can sign as parties to the Agreement (student must be 18). Additional signature pages may be attached as necessary.

  - Submit form (can be electronically) to appropriate College contact:
    - CoE - Dean's office (c/o Heather Shupick, hshupick@iastate.edu, 4100 Marston).
    - CALS – Dean’s office (c/o admin staff; 223C Curtiss)

  - Dean's office completes the effective agreement date, signs for the University, retains copy and then sends copy back to departmental contact.

  - Departmental contact provides copy of completed, fully executed (all parties have signed) document to Sponsor, student participants and others that have signed the agreement.

  - Departmental contact informs students that they should retain a copy of the fully executed document. The ISU retention of written contracts schedule advises that contracts should be kept, “Retention: 10 fiscal years – after the expiration or termination of the contract.” Contracts can be retained electronically. See: http://records.policy.iastate.edu/view.php?id=414

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**STEP 5: As necessary,**

If Sponsor indicates on the Sponsor Acknowledgement Form, that they desire to obtain ownership rights from the participants, then the Special Intellectual Property Agreement for use by Students when assigning Intellectual Property to Sponsor needs to be made with each student participant.

Sponsor completes pre-approved Special Intellectual Property Agreement Form for use by Students when assigning Intellectual Property to Sponsor.

This is a separate agreement between each individual student participant (with Faculty Instructor acknowledgement) and the Sponsor.

**Note:** Students are never obligated to participate in activities that require the assignment of the student's intellectual property to the University or to another entity. In these situations students must be presented with an option of an alternative activity to participate in that does not require the student to assign their intellectual property to another entity.

**Note:** Negotiation of changes to this document or introduction of a different document requires involvement of ISU counsel, additional administrative resources and can take months. It is the University's preference to use this document as-is. It will be reviewed on a regular basis to determine need for revisions based on feedback.

Sponsors sometimes request that their IP agreement be used. Send them the pre-approved agreement to review and strongly encourage them to use this pre-approved agreement.

- **Instructions** for form completion and submission:
  - A separate Special Intellectual Property Agreement Form for use by Students when assigning Intellectual Property to Sponsor Form is required for each student participant in each project that the sponsor has indicated that they desire to obtain ownership rights from the participants in the project.
  - Advise students that they are not obligated to participate in projects that requires assignment of their IP to another entity (provide alternative activity, as necessary).
  - If a student agrees to assign intellectual property rights to sponsor (student must be 18),
    - Student completes the Assignment of Rights Section of document (Course number, Identification of project/activity requiring assignment of intellectual property, and entity name). Must match the information included in the Sponsor Acknowledgement Form.
    - Student signs the form and fills in the date, printed name, and non-ISU email address (retain copy until fully executed (all parties have signed) document received).
    - Student returns agreement to departmental contact.
  - Faculty Instructor signs the form and fills in the date and printed name (retain copy until fully executed document received).
  - Sponsor signs the form and fills in the date, printed name, and title.
  - Sponsor scans and emails, faxes or mails the completed and signed document to departmental contact.
  - Departmental contact retains one copy (can be electronic) of completed, fully executed document and provide each student with copy (can be electronic).
  - Departmental contact informs student that he or she should retain a copy of the fully executed document. The ISU retention of written contracts schedule advises that contracts should be kept, “Retention: 10 fiscal years – after the expiration or termination of the contract.” Contracts can be retained electronically. See: [http://records.policy.iastate.edu/view.php?id=414](http://records.policy.iastate.edu/view.php?id=414)

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