



Vice-President,
Research and Innovation

Contract Drafting Form



PART 2 – SCOPE OF THE PROJECT (SCHEDULE “A” OF THE AGREEMENT)

Introduction/Background Information
Scope of the project
Aims of the project

Contracting party personnel

Key Personnel (including the Principal Investigator)	
Number of full time staff	
Number of part time staff	
Students participating in the project if applicable	
Considerations Example: If either party is to recruit any key personnel, whether the approval of the other party is necessary, etc.	

UW personnel

Key Personnel (including the Principal Investigator)	
Number of full time staff	
Number of part time staff	
Students participating in the Project if applicable	
Considerations Example: If either party is to recruit any key personnel, whether the approval of the other par	



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Project Management

Where the project is to be carried out	
Name of overall project manager	
Responsibilities of project manager	
Project meetings (frequency, location and representation of each party)	
Responsibilities related to the provision of information and reports to funders	
Facilities/equipment to be provided by contracting party and, if provided for use by the other, whether it is donated to the other or is on loan* until the end of the project.	

Facilities/equipment to be provided by UW and, if provided for use by the other, whether it is donated .6 (s)8.9 (d)7 0 Td (/)Tj --6.6 (ed)11.3 (.6 R2 Td [(i)5J 0(r)-6 ()0.5 (i)2.6 (s)-2 (oe)10.5 (l)2.6 (oa

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Intellectual Property Ownership

Who will own Arising Intellectual Property?	
Will there be Joint Arising Intellectual Property?	
Will there be licences for Arising Intellectual Property (i.e. authorizations) between the parties (ex. for non-commercial research and education, or internal use)?	
Are there publication rights that need to be addressed?	
Is there a potential for commercialization of Arising Intellectual Property?	