



Review the [General Instructions for Express Research Agreements](#) before completing this form.

Project Information

Proposed Research Project (“Project”)	
Faculty Supervisor Name (“Principal Investigator”)	
Department/Centre of Principal Investigator	
Project Title (“Project”)	
Expected Start Date (approximate)	
Expected Project End Date (approximate)	
RAIS number of application (FN- #)	
Total Funding (\$) and # of years. eg : 50,000 over 5 years	
Funding agency (“Funder”)	
Funder (“Funder”) - select all that apply	<input type="checkbox"/> NSERC <input type="checkbox"/> MITACS <input type="checkbox"/> Other: _____
Funding Opportunity - select all that apply	<input type="checkbox"/> Alliance <input type="checkbox"/> Elevate <input type="checkbox"/> Accelerate <input type="checkbox"/> Other: _____

Intellectual Property (IP) and Project Terms

IP Terms that will Govern Project (“Terms”)	
Check the applicable option: (Review General Instructions for Express Research Agreements for descriptions. Contact RPTeam@uvic.ca with any questions)	The Terms that will govern this Project are the UVic Standard Sponsored Research Terms (Template v 2023-06-15) including: <input type="checkbox"/> Option 1 Sponsor-Owned IP OR <input type="checkbox"/> Option 2 Creator-Owned IP OR <input type="checkbox"/> Pre-Existing Agreement (Mitacs only). A research agreement has been separately negotiated between UVic and Sponsor and is attached to this application.

UVic IP Review

UVic IP Reviewer Suggestions (for internal triage)	
Is the PI in contact or worked previously on a similar project with a member of the RP Team?	<input type="checkbox"/> No RP Team reviewer suggested. (If a reviewer is needed, one will be assigned) or <input type="checkbox"/> Yes, A RP Team Reviewer is familiar with my research/IP or aware of Project. Name _____

*PIs can connect with a member of RP Team¹ at [any time](#) before or during grant preparation/submission. An IP review by an Innovation Manager or Community Manager is required for most (but not all) Sponsored Research.



Sponsor Information

Industry or other Sponsor ("Sponsor")		
Sponsor Full Legal Name ("Sponsor")		
Sponsor Address		
Sponsor Contact Info		
	Name	Email Address
Main Sponsor Contact(s)-required		
Additional Sponsor Contacts-optional		
Legal and Admin		
Financial/Invoicing		
Scientific		
Sponsor Supervisor (Mitacs)		

UVic Participant Information

Name and email of each UVic Participant. For Mitacs list all interns. If name is not known because someone has not yet been hired, insert position name (e.g "postdoc#2 – tbd").	Name	Email address (uvic.ca email preferred)
	<i>(attach additional sheet if necessary for any additional participants)</i>	



Signature Section

In consideration of the University of Victoria’s support of the Project and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged:

1. I agree to comply with and to be bound by the Terms selected above;
2. I agree that, if Funder accepts the Project proposal, the Terms selected above shall govern the performance of the Project;
3. If I am a Participant or Principal Investigator,
 - I agree to maintain consistent recordkeeping for experiments and research conducted under this Project, as well as obtaining the appropriate certification/approval regarding humans, animals, or biohazards that may be used in research during the course of this Project;
 - I will execute and deliver to UVic or the Sponsor or Third Parties, on request, such further assurances and documents, and do such further things, as UVic may reasonably require to give full force and effect to this authorization and direction, including formal IP assignments.
4. If I am the Principal Investigator,
 - I agree to submit any required updates and research progress reports to Funder at the completion of the Project; and
 - I agree to ensure that all Participants sign this Acknowledgement before beginning work on the Project.
5. If I am the Principal Investigator, I confirm that:
 - there is NO protected/patented UVic background IP, multiple sponsors, complex data sharing requirements, personal health data, Indigenous community involvement (or other reason for use of OCAP principles), or any other reason a custom agreement may be needed; OR
 - if there are any complexities, a member of the RP Team (named in the UVic IP Review box on page 1) has reviewed and approved the use of this Acknowledgement of Terms form for this Project.

This Agreement is effective as of the date signed by the Sponsor and Principal Investigator (“Effective Date”):

<p>Principal Investigator:</p> <p>_____ Signature/Date</p>	<p>Sponsor: <i>I have authority to bind Sponsor.</i></p> <p>_____ Signature/Date:</p> <p>Name/Title:</p>
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By signing, each Participant hereby agrees to the Terms and Conditions selected above for this Project.

<p>Participant 1:</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p>	<p>Participant 2:</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p>
<p>Participant 3:</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p>	<p>Participant 4:</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p>
<p>Participant 5:</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p>	<p>Participant 6:</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p>

Principal Investigator is responsible for obtaining the signature of all Participants.

Attach additional sheets if required.

If any Participants have not signed this form at the time of grant submission, the PI is responsible for collecting and submitting the signatures to RPTeam@uvic.ca before the Participants begin work on the Project.



The following sections are NOT required for simple Mitacs Projects. If required for the Project, the RP Reviewer will complete them. (Questions? RPTeam@uvic.ca).

Budget Schedule 'A'

A1 Sponsor shall provide to UVic cash and in-kind contributions as described in the Project Proposal and summarized below. For any funding or years that do not apply, enter N/A or cross out the column/row.

	Year 1	Year 2	Year 3	Year 4	Year 5
Direct Costs of Research	All values are per Project year				
Funds requested from NSERC					
Funds requested from Mitacs					
Funds requested from other Funder					
Sponsor Cash					
Total direct cash costs					
Sponsor in-kind contributions* (if applicable)					
Indirect Costs of Research (25% of value of Direct Costs from Sponsor)					
Sponsor Cash					
Total Sponsor cash (Direct and Indirect Costs)					
Total Sponsor Cash**					

*Values of in-kind contributions only need to be listed if quantified in project proposal.

**This total does not include applicable taxes for the portion leveraged through Mitacs.

A2 Payment Schedule

A2.1 Sponsor shall make cash payments to UVic as follows:

A2.1.1 Payment of each project year's cash contribution shall be paid in advance:

- quarterly, twice annually, yearly

upon receipt of an invoice from UVic following execution of this Agreement and Funder approval of the application if applicable. If no frequency is specified, invoicing shall be yearly.

A2.1.2 Adjustments to the payment frequency may be requested after execution of this agreement by contacting researchstatements@uvic.ca

A2.1.3 For Mitacs payments flowing through UVic, a **Cash-Flow Statement and Certificate for Sponsor's Contribution** to Mitacs (example can be requested from RPTeam@uvic.ca) shall be completed with each annual payment or as required.



The following sections are NOT required for simple Mitacs Projects. If required for any other Projects, these sections will be completed by the RP Reviewer (Questions? RPTeam@uvic.ca).

Schedule 'C'

Final Grant Application(s) as submitted to Funder(s) (incorporated herein by reference) or Detailed Project Proposal (as attached)

Schedule 'D'

Fully executed Research Agreement to apply to a Mitacs application (Option 3 in Terms to Govern Project)

UVic Counter Signature(s) not required unless directed by RP Reviewer.

UVic COUNTERSIGNATURE

<p>UVic Signature 1:</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Title</p>	<p>UVic Signature 2:</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Title</p>
<p>UVic Signature 3</p> <p>_____</p> <p>Signature/Date</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Title</p>	

The Terms herein are pre-approved by UVic for standard co-funded research projects; UVic counter signature(s) will generally not be needed for standard projects. Counter signature(s) can be required for projects over \$100,000 or at the discretion of RPKM (i.e. direct awards, other complexities).



General Instructions for the Express Research Agreement

There are two Intellectual Property (IP) options for the pre-approved contracts for Sponsored Research Projects (e.g. Mitacs, NSERC or direct funding).

Both IP options (Sponsor owned IP and Creator owned IP) allow for publication and ongoing research rights. However, both IP options will impact the rights to IP arising from the project and/or create a process that must be followed before publication, so please review the terms carefully. While all Sponsored Research Projects require a research agreement, selection of these pre-approved options will speed contract review.

Simple Mitacs: This Acknowledgement of Terms and Conditions form is non-negotiable and required for:

- 1) Mitacs-Accelerate;
- 2) Mitacs-Elevate; or
- 3) other equivalent Mitacs programs.

Simple Sponsored Research: This Acknowledgement of Terms and Conditions form is recommended for expedited contract review in the following situations:

- 1) Joint Mitacs-Accelerate/NSERC-Alliance projects;
- 2) NSERC Alliance projects with a single sponsor; or
- 3) Other simple sponsored research projects.

Contact RPTeam@uvic.ca to confirm these terms are appropriate. In all cases, IP approval is required from the RP Team¹ before grant submission. Either this Acknowledgement form or a Custom Agreement will be required before the project starts.

Complex Sponsored Research: A Custom Agreement and/or RP review be required in the following situations:

- Multiple sponsors;
- Pre-existing /Patented UVic IP involved;
- Commercialization plans involving UVic members;
- Sponsor provided contract;
- Complex data sharing arrangements;
- Indigenous community involvement/Use of OCAP principles;
- Personal health data is involved; or
- Other complex, unique, or sensitive factors.

If you think the project may require a Custom Agreement, please contact a member of the RP Team¹ to facilitate the appropriate agreement.

¹ **General Inquiries for Research Partnerships:** [Departmental Listing](#)

Express Research Agreement queries: RPTeam@uvic.ca

Research Partnerships (Science and Engineering focused): researchpartnerships@uvic.ca

Community Research Partnerships: communityresearch@uvic.ca



Mitacs Specific Instructions

In order to process your Mitacs grant application, UVic Office of Research Services (ORS) requires acceptance of these terms. The terms and conditions applicable to Mitacs projects are non-negotiable. If neither of the IP options are acceptable to you or to the Sponsor, please consider other programs or relationships with the Sponsor, such as a co-op placement or another directed research agreement.

If you wish to proceed with an application for Mitacs funding, submit a Research Application Summary Form (RASf) to ORS through [RAIS](#). Be sure to attach:

- This completed Acknowledgment form signed by the Sponsor, Principal Investigator, and any intern (if known) who will work on the Project, and
- The completed Mitacs application package.

IP Options

Option 1 (Sponsor Owned IP Terms)

Sponsor-owned terms and conditions provide the Sponsor with ownership of IP arising from the Project, while granting UVic and its researchers a perpetual, royalty-free license to use the IP for non-commercial academic uses. Copyright in any academic publication arising from the Project is retained by the author of that publication. The terms also enable the Sponsor to protect their confidential information and, potentially, arising IP while allowing for publication by UVic researchers.

Option 2 (Creator Owned IP Terms)

For some projects, everyone involved may agree that the creators of arising IP should retain ownership of the IP they create (not just copyright in academic publications). In this creator-owned IP structure, both parties grant the other a perpetual, royalty-free license to use their IP for non-commercial purposes. Confidential information is protected while allowing for publication by UVic researchers.

Option 3a (Pre-existing Agreement-Mitacs)

If a Sponsor has a pre-existing research agreement in place with UVic, it may be possible to have the existing agreement terms apply to a new Mitacs project. However, these terms will only apply if, at application stage, the faculty supervisor and Sponsor identify that the pre-approved terms shall apply and a member of the RP Team¹ approves the terms. A Cash-Flow Statement and Certificate for Sponsor's Contribution to Mitacs may also be required (example available on request).

Option 3b (Custom Agreement-non-Mitacs)

If a custom agreement or Sponsor provided agreement is requested, do not use this form. Please contact RPTeam@uvic.ca to facilitate the appropriate agreement. There are UVic templates available to suit numerous partnership needs. An agreement-in-principle or IP approval is required before grant submission and the agreement must be in place before the project starts.