



# TT Guideline No.4 Guidelines for Researchers Entering into Services Arrangements with Industry

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

## Procedure

### **Introduction**

RCSI's strategic research plan 2014-2020 set out a specific objective to strengthen existing, and develop new, collaborative links with industry. To this end, RCSI has begun a very active program to: (a) engage in collaborative and contract research projects with Industry; and (b) commercialise RCSI's IP portfolio. Such formal agreements will continue to be the primary vehicle for RCSI-Industry engagement. However, from time to time companies have expressed an interest in using RCSI's facilities and equipment to conduct preliminary research and development activities in pursuit of company objectives ("Service Activities"). RCSI encourages the participation of RCSI employees in Service Activities whenever this is possible and considered desirable by both the RCSI and the outside party in accordance with the following criteria outlined below. RCSI employees wishing to engage in Service Activities are required to contact RCSI's Industry Liaison Manager for more detailed advice and support at the earliest opportunity prior to discussing the Service Activities in detail with the third party.

- The primary academic mission and research activities of RCSI shall take first priority over Service Activities.
- Service Activities must not interfere with the performance of normal academic and research duties of the RCSI employee and have been approved by the RCSI employee's line manager
- Service Activities are related to the academic and professional interests of the RCSI employee and RCSI.
- Service Activities do not give rise to any conflict of interest for the RCSI employee or for RCSI
- Service Activities shall occur under the supervision of a named RCSI employee who is appropriately trained and skilled in the use of the RCSI facilities and equipment.
- Any use of equipment purchased with funds supplied by government, special financing arrangements or private enterprise, will remain subject to any restrictions on the use of such equipment imposed the provisions of the associated funding agreement.
- Service Activities will normally take place on RCSI premises. Off-campus use of RCSI equipment may, in very exceptional circumstances, be authorised by the Director of Research, provided all other RCSI



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use of the equipment is not prejudiced or made impossible by the removal of the equipment from RCSI premises.

- Service Activities must be based on fully costed proposals submitted through RCSI'S Research Database that have been reviewed and approved by RCSI Office of Research and Innovation. Employees must refer to the Budgeting Advice below in this regard prior to contacting company)
- Service Activities must be governed by an appropriate Services agreement provided by RCSI's ORI. All Services agreements must be negotiated by RCSI's Industry Liaison Manager and signed by an authorised signatory in RCSI's ORI.

All income from Service Activities shall be paid into a RCSI research account. Expenditure of funds obtained from Service Activities shall be at the discretion of the RCSI employee performing the Service Activities provided such expenditure does not involve remuneration of RCSI employees. RCSI HR approval is required before funds obtained from Service Activities can be expended on RCSI employee remuneration.

## **Budgeting Advice**

Please contact RCSI's Industry Liaison Manager before discussing the cost of Service Activities with the third party. Some general guidance on preparing a budget for Service Activities is provided below:

- **Direct Costs**

RCSI employee's time spent performing Service Activities should be costed using the formula below:

$$\frac{\text{Employee remuneration (include gross salary and Employer PRSI and Pension Contribution)}}{(52 \times 5)}$$

Equipment usage charges should be costed taking into account the value of the equipment, the cost of servicing and maintaining such equipment and the duration of equipment usage during the Services.

Any special costs relating to security, insurance and indemnification protection for the RCSI and the 3rd Party must also be borne by the user. Provision should be made for VAT at the prevailing rate (currently 23% in 2015) chargeable to the funding body.

- **Indirect Costs**

A contribution to indirect costs of 30%, based on total cost of Service Activities, must be included in the Services budget.