

## **MSU Industrial Affiliates Program Guidelines**

MSU Departments or organizations that are developing industrial affiliates programs should use a structure that is best suited for the program and the affiliates. The following guidelines are required:

- No intellectual property, pre-publications, or specific deliverables can be provided as a benefit to the affiliates subscription. Sponsored research or testing agreements should be used when affiliates require deliverables.
- Industrial affiliates subscription agreements must be reviewed by the Technology Transfer Office.
- Affiliates benefits cannot be in conflict with MSU, regents, or state policies.

### References

An example Industrial Associate Agreement from the Center for Biofilm Engineering is attached.

A Best Practices Manual on developing industrial collaboration programs can be found at: [http://erc-assoc.org/best\\_practices/best-practices-manual](http://erc-assoc.org/best_practices/best-practices-manual)

The Technology Transfer Office is available to answer questions on establishing an industrial affiliates program:

Technology Transfer Office  
Montana State University  
304 Montana Hall  
Bozeman, MT 59717-2460  
Phone: 406-994-7868  
Fax: 406-994-4152  
<http://tto.montana.edu>

## INDUSTRIAL ASSOCIATE SUBSCRIPTION AGREEMENT

### INTRODUCTION

The Center for Biofilm Engineering (CBE), located at Montana State University (MSU) in Bozeman, Montana, is a public, tax-supported research facility. The CBE was established in 1990 as a National Science Foundation (NSF) Engineering Research Center. Funding for the CBE is provided by individual investigator grants from public agencies (NSF, NIH, etc.) as well as through Industrial Associate subscription fees, the State of Montana, MSU and private foundations.

The CBE Industrial Associates program was established as the CBE's primary technology transfer vehicle for collaboration with industry. Through the CBE Industrial Associate's program, participating companies are integrated into the CBE's knowledge, technology and education programs to address water treatment, medical, environmental and other applications of biofilm research and technology.

### INDUSTRIAL ASSOCIATE OBLIGATIONS

**Pay a subscription fee of \$24,000 per year.** Up to 2% of each membership fee (\$480) will be designated as a restricted gift to the MSU Foundation, a separate tax-exempt organization, on behalf of the CBE.

Checks should be made payable to: Montana State University  
Mailing address: Center for Biofilm Engineering  
P.O. Box 173980  
Montana State University  
Bozeman, MT 59717-3980

**Name a voting, "designated representative" to serve as the CBE main point of contact.** CBE designated representatives meet twice each year at the CBE sponsored Biofilm Science & Technology Meeting to provide guidance to CBE research, particularly to ensure that the program maintains industrial relevancy.

- Items of CBE policy that require a membership vote will be voted on by one representative from each Industrial Associate company plus the CBE Director.

- Partial CBE membership benefits will be extended to a group of small Montana companies, The Montana Biofilm Research Consortium (MBRC) that has a combined single vote on policy decisions. In recognition of support from the State of Montana and Montana State University, the MBRC members pay no subscription fee. The mission of the MBRC program is to facilitate statewide economic development of small biofilm technology related companies in Montana.

## **INDUSTRIAL ASSOCIATE BENEFITS**

**Attendance at Biofilm Science & Technology meetings.** Biofilm Science & Technology (BST) meetings are the key to Industrial Associate interaction with CBE researchers and students. The meetings are open to all members of Industrial Associate companies and are exclusive to Industrial Associate members and CBE research collaborators. (Non-member companies may visit once to preview the Industrial Associate program.) BST meetings include:

- Detailed, up-to-date, reporting of CBE projects and research strategy (specific industry sponsored projects may be excluded depending on the status of the project). Reporting includes written summaries, posters and presentations on the research.
- Opportunities for the Industrial Associate members to provide written and oral guidance on the CBE research, education and industrial programs.
- Opportunities for in-depth, one-on-one or small group meetings with CBE researchers and students to focus on specific research, application and educational needs of the Industrial Associate.
- Workshops on CBE biofilm analytical methods.
- Reporting on CBE biofilm methods development and interaction with regulatory agencies.

**Two days consultation.** Industrial Associates are provided up to two person-days per year of consultation by CBE researchers. Consultation may be with one or more CBE researchers but total time is limited to two person-days. Consultation may be by phone, Industrial Associate visits to the CBE, or visits by CBE researchers to an Industrial Associate site. Any travel, supplies or other direct expenses incurred in consultation must be paid by the Industrial Associate. The two days free consultation is not cumulative and, if not used during a year, is not transferable to the next year. Additional fees can be arranged for consultations beyond two person-days per year.

**Testing projects.** Industrial Associates can participate in short-term testing projects at no additional cost. These projects will typically have well-defined goals, be accomplished in under three months, and involve the testing of a product formulation, surface, etc.

**Long-term visits.** The CBE is available to Industrial Associate representatives for any length of time to conduct research in collaboration with CBE researchers. Fees for supplies, space, equipment, other direct expenses or consultation must be negotiated. Arrangements can also be made for an extended visit by a CBE researcher to an Industrial site.

**Sponsored research.** An Industrial Associate or consortium of Industrial Associates have the opportunity to direct Center expertise and expand fundamental research toward addressing specific concerns by sponsoring research beyond the pooled research program. Benefits to sponsoring companies include:

- Ability to specify deliverables that meet their needs.
- Closer collaboration with the planning and implementation of the research.
- Options to license and use technology developed from the sponsored research.
- Lower indirect cost rates apply to Industrial Associate sponsored research projects.

**Specialized workshops.** Upon request, the CBE will provide a customized workshop for an Industrial Associate or group of Industrial Associates either at Montana State University or at a site selected by the Industrial Associate(s). Fees for specialized workshops will be negotiated.

**Access to students.** The CBE provides a highly valued education to students in biofilm research, project management, teamwork and experience with industrially relevant projects. Industrial Associates have access to these students for internships, permanent hire and other activities.

**Publications.** Industrial Associates are provided early access to the CBE publications and receive free copies of the CBE reprints and posters.

**Standardized Biofilm Methods Laboratory (SBML).** Industrial Associates have access to the SBML to apply biofilm analytical methods to solve industrial problems in an education environment.

**Web based communications.** The Industrial Associates are provided access to project management sites and other Industrial Associate sites for enhanced and ongoing communication between Industrial Associates and the CBE.

## **CONFIDENTIALITY**

As a research center in the public, tax-supported facility of Montana State University, one of the primary functions of the CBE is the dissemination and/or disclosure of information. A company may release confidential information or materials to the CBE

and have such information or materials protected from disclosure, by negotiating a separate “non-disclosure” and/or “materials transfer” agreement with MSU and the CBE.

**MEMBERSHIP INFORMATION**

Name of Organization:

\_\_\_\_\_

Division:

\_\_\_\_\_

Address:

\_\_\_\_\_

Designated Representative:

\_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Authorization

Signature:

\_\_\_\_\_

Printed Name \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Center for Biofilm Engineering Authorization

Signature:

\_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Industrial Coordinator

Date: \_\_\_\_\_