



Adelaide Research
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Adelaide Research
& Innovation

Guide to contract research & consulting for researchers and students

Pricing
Agreements
Risk Management
Commercial & legal support

Sign UP!



Guide to Contract Research & Consulting



About ARI

Adelaide Research & Innovation Pty Ltd (ARI) is the commercial development company of the University of Adelaide. Our purpose is to aid the development, practical application and impact of the University's research in the community.

ARI provides commercial and legal support to University researchers and students engaging in commercial activities, including contract research and consulting.

ARI's Commercial Development Managers will assist to scope the project, assessing market opportunities and coordinating intellectual property protection.

Our Contract Services Managers will establish your pricing, negotiate and finalise the terms of your agreements and conduct risk management assessments.

Legal support is provided by ARI's team of Corporate Lawyers, to help protect you from personal liability, as well as enabling the University to assess and manage any apparent risks.

All of these services are available to you as a University employee free of charge.

This guide provides an overview of the process to manage contract research and consulting at the University. For further information, visit the ARI website or contact us directly.

What is Contract Research & Consulting?

Contract research is research of an applied nature that is commissioned by an outside commercial, industrial or public sector organisation. It may also result from jointly-initiated research collaborations between the University and an industry partner or government department.

Agreements for contract research will often require:

- the involvement of several people - academic staff, general research and technical staff and students
- use of University infrastructure
- grant of ownership or rights to use intellectual property in the results to the entity commissioning the research

A consultancy may exist where an academic staff member provides professional skills or expertise in return for remuneration, for example:

- literature reviews
- participating on a committee for which a fee is paid
- providing advice or expertise to an outside firm, including expert witness consultancy

The University's Policy

The University needs to be assured that staff members who engage in external activities under contractual arrangements are doing so with the protection of appropriate professional indemnity insurance. There is also a need to be sure that the institution is able to recover some of the costs involved in supplying the services of its academic staff.

As a result, contract research and consultancy agreements must be approved by the relevant Head/s of Department/School. All agreements must be negotiated through Adelaide Research & Innovation Pty Ltd, unless an exemption is granted by the Deputy Vice Chancellor (Research). All direct and indirect costs to the University for the project must be included in the price charged, with appropriate overheads and margins. Details are outlined in the policy *Outside Research Grants, Contracts and Consultancies*, available via the ARI website, www.adelaide.edu.au/aripl.

ARI is funded directly by the University, which means neither you nor your Department/School are charged a fee for the services we provide. Income generated through contract research and consulting activities are fed back to the University.



Managing the Opportunities

Industry may approach you directly with an opportunity for contract research and/or consulting services, or you may identify a need in the market. If you identify an opportunity for contract research or consulting please inform ARI, even if you are not personally interested in taking it up - we may be able to refer the opportunity to someone else.

ARI staff are available to assist you in a variety of ways:

Project Scope

If the opportunity involves a short or long-term project, ARI's Commercial Development Managers can help you to scope the project, such as identifying potential markets, risk assessment and assisting with business planning and development.

Pricing

All outside work is to be costed following the guidelines in the University's policy on *Outside Research Grants, Contracts and Consultancies*, available on the ARI website. All direct and indirect costs to the University for the project must be included in the price charged, with appropriate overheads and margins. Details are outlined in the policy. ARI's Contract Services Managers can assist you to analyse costs and establish a budget. It is essential that a pricing strategy is negotiated with ARI prior to providing a quote to external clients.

Tenders

ARI's Contract Services Managers can assist in the preparation and submission of tenders. Templates are available by contacting your Faculty representative or via the ARI website.

Legal Support

The University's policy on managing contract research and consulting states that all agreements for contract research and consultancy must be negotiated through ARI. Please don't attempt to agree on financial or legal terms with an outside party prior to referring the opportunity to ARI.

Standard terms and conditions are available through ARI for the majority of agreements. For more complex agreements, ARI's Contract Services Managers and Corporate Lawyers will negotiate the terms of your contract.

Financial Services

ARI's Financial Services team are equipped to manage accounting associated with your research or consulting contract. This includes invoicing and accounts payable. Forms are available on the ARI website to assist with this process. The Financial Services team also provides access to regular reporting on your contract(s).

If your contract involves an agreement on intellectual property (eg. licencing, royalties) ARI also coordinates collection and distribution of these funds on your behalf. All of these services are provided free of charge to University researchers and students involved in commercial activities, contract research and/or consulting.

Useful Resources

Please refer to the following University policies on the ARI website for further information:

- *Academic Staff Involved with Outside Organisations*
- *Work Outside the University - General Staff*
- *Practice of a Discipline Outside the University by Academic Staff*

Contract Research & Consulting Process

