

# Faculty Checklist/Questionnaire

(for use when considering the formation of a start-up company based on WSU research)

**Introduction:** This Checklist is intended to help WSU researchers identify key issues in the decision to form a start-up company based on WSU research.

- In order to license WSU intellectual property for commercial use, your start-up company's management plan must be reviewed and approved by the Vice President for Research and Technology Transfer. To request a review, complete this form and schedule a meeting with the WSU Technology Transfer Manager; bring a draft or completed business plan with you to the meeting. All key personnel of the proposed company should attend the meeting.
- If the management plan is approved, negotiation of a license agreement will follow.
- The following are some of the terms that will be negotiated with the company in the License Agreement with the University.
  - a) University royalty position
  - b) University equity position
  - c) Payment of continuing patent fees (including fees already expended by WSU)
  - d) Milestone events
  - e) Milestone fees
- The following are some of the issues that must be included in the License Agreement with the University.
  - a) Indemnification of University by Licensee/Company
  - b) Company product liability/insurance coverage
  - c) Company diligence in getting the technology to the public (commercialization)
  - d) Reservation of rights for the University to practice the invention for academic and research purposes
  - e) If federal funding is involved, reservation of rights for the federal government

## Technology Transfer at WSU

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1. **What technology(ies) do you want to license?**  
 State technologies specifically, including date of disclosure and reference number assigned.

2. **Have markets for the technologies been identified?**  
 Yes  No  
 If yes, please list them:

3. **Who will be the Principals/Officers in the company, i.e., President, Vice President, General Manager, CEO, COO, etc.?**

Position	Name	Address

4. **Has the Company been legally formed?**  
 Yes  No  
 If yes, then provide information on incorporation. (Include State of Incorporation, Incorporators, Type of Company, legal name, etc.):

5. **Will all inventors be participating in the company?**  
 Yes  No  
 Please list all inventors and what participation, if any, they will provide:

6. **Has the potential “conflict of interest” been properly disclosed to your dean/unit supervisor/conflict of interest committee?**  
 Yes  No  
 If yes, please list date of disclosure and to whom it was made.

7. **Has a conflict of interest management plan been developed and agreed to?**  
 Yes  No  Pending  
Please list date of signature by Vice President for Research and/or Conflict of Interest Review Committee approval.
8. **Will the company be sponsoring research at the University?** (sponsored research at the University requires the payment of facilities and administrative costs in addition to the direct costs of the research)  
 Yes  No
9. **If the sponsored research is going to be performed in the faculty member's laboratory, has a non-interested Principal Investigator been identified?** (should be a PI who the Inventor does not supervise or otherwise affect their tenure or employment status)  
 Yes  No  N/A  
If yes, list designated P.I.'s name, position, address.
10. **Has a Board of Directors been formed?**  
 Yes  No  
If yes, list Board Members by name, address, and occupation/employment.
11. **Is there a Scientific Advisory Board?**  
 Yes  No  
If yes, list Advisory Board Members by name, address, and occupation/employment.
12. **How is the company currently capitalized? What plans have been made to capitalize the company in the future (Technology Commercialization Funds, SBIR, STTR, Angel Investors, Venture Capital, etc.)?**
13. **Have corporate partners been secured for research funding and/or investment?**  
 Yes  No  
If Yes, list corporate partners by name, address, and type of organization.
14. **Is a Business or Development Plan available?**  
 Yes  No  
If yes, please attach and return with this document.

15. Has legal counsel been secured?

Yes  No

If yes, please provide the name, firm, and address of counsel:

16. Have accounting services been secured?

Yes  No

If yes, please provide the name, firm, and address.

17. Where will the company reside?

Corporate address:

Laboratory address:

18. Will specific laboratory facilities be needed?

Yes  No

Please specify.

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

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

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

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Becky Hundley Date  
Technology Transfer Manager