



To be used for lower value (e.g. up to \$100,000) and less complex collaboration. A full Considerations Checklist is also available.

Guiding principles

- Issues are minimised if resolved upfront.
- Start with the end in mind: it is optimal to reflect the use of project output in collaboration project design.
- Ensure the major drivers/interests of all parties are understood and catered for in the contract (e.g. dates for overseas market entry or publication).
- Determine if the contract deals with contingencies (i.e. possible disruptive or opportunistic events) or if flexible agreements are preferred.
- Be aware of the key risks of, and to, the project and identify who is best placed to manage them.
- Identify which issues will require expert advice and when that should be sought.
- Input should be proportional to outputs (e.g. payments should reflect reasonable collaboration work and results at key times).

Project purpose and scope

1. **What is the overall purpose of the project and output?**
(e.g. is the collaborative project mainly to solve an industry constraint/problem, commercialise or improve existing material, or develop knowledge?)
2. **Does the design of the project fit the overall purpose of the project and output?**
(e.g. what are the project aims, scope, budget, deliverables, key risks, timing?)
3. **How and when should project payments be made?**
(e.g. how should project milestones be demonstrated to be met and what is the proportional spread of payments linked to milestones?)

Project inputs

4. **Who are key project personnel?**
(e.g. Principal Investigator, Project Manager, team members).
5. **Which party contributes what?**
(e.g. money, staff and staff funds, Background IP, confidential information, equipment, facilities).

Project activity

6. **How is the project to be managed?**
(e.g. project plan and weekly project meetings, measures to ensure the identification and quality of project IP and other research results, conflict of interest, privacy, dispute mechanisms, student/volunteer participation).
7. **How are parties able to monitor the project and how often should this occur?**
(e.g. regular meetings, project plans and/or reports).

Project outputs

8. **What does each party want to reasonably do with outputs in domestic and international markets?**
(e.g. franchise, use improvements globally, publish results).
9. **Who should own specific outputs (including IP and other research results) or is another option such as a licence suitable?**
(e.g. for commercialisation in a territory rather than IP ownership).

Post project needs and obligations

10. **What will each party need after project completion?**
(e.g. confidentiality, mechanism for use in further research, feeding in improvements).