

SPIN OFF/START UP CHECKLIST

If you are considering starting a new company and it involves students and/or staff from Charles Sturt University, the Office of Commercialisation and Innovation is the delegated office to work with you to evaluate and seek approvals and clearance. If there is agreement to proceed, a licence with terms such as rent if the company office/facilities are located at Charles Sturt University can be negotiated.

The checklist below is designed to ensure that key matters have been taken into consideration in making decisions.

NOTE: If you have a company or business outside the University that is related to the work that you do at Charles Sturt University, please ensure that all is in order adhering to your employment contract and University policies.

Project Name:

Lead Researcher:

All Team Members:

Departments/Faculties:

Date:

Tasks Required (as applicable):

- ☐ Familiarisation of the IP Policy (<https://policy.csu.edu.au/document/view-current.php?id=155>)
- ☐ Innovation Notification form (if not already submitted)
- ☐ Due diligence, Ownership, Commercialisation Pathway strategy etc.
- ☐ Executive Dean / Group approval
- ☐ Intellectual Property and Commercialisation Governance Panel (IPCGP) approval
- ☐ Conditions Precedent for Option to Licence (Acceleration Program, Business Case etc.)
- ☐ IP Agreements (Option to Licence [full Licence once obligations met], Assignments etc.)
- ☐ Master Research Policies / Agreements
 - ☐ Code of Conduct (<https://policy.csu.edu.au/document/view-current.php?id=3>)
 - ☐ Conflict of Interest Procedure / Management Plans (<https://policy.csu.edu.au/document/view-current.php?id=146>)
 - ☐ Outside Professional Activities Policy (<https://policy.csu.edu.au/download.php?id=248&version=1>)
 - ☐ Rent and/or facility agreement (if not included in the licence)
 - ☐ Agreement as to support that Charles Sturt University will give e.g. teaching relief for a specific time period
 - ☐ Research Agreements if the start up/spin off is conducting research at Charles Sturt University
- ☐ Founders Agreement
- ☐ Shareholders Agreement