

Yuan Ze University Technology Transfer Contract Signing Notes

1000113 100(7) Approved by the R&D Results Assessment Committee

1. Request for Proposal:

- (1). Based on current methods, the promotion of R&D results is performed by business sponsors or by the inventors themselves, whereas licensing agreements are signed with vendors in the name of the school.
- (2). If the inventors require assistance in the discussion process, they can contact the R&D department.
- (3). For requests for proposal process, please see: "Proposal Process and Matching Application for Yuan Ze University R&D Results and Technology Transfer Request."

2. Contract Confirmation and Review:

- (1). Before contracts are submitted to the R&D department, the applicant should confirm that the contractual provisions accord with the items and notes in "Attachment 6: Yuan Ze University Technology Transfer Contract Checklist."
- (2). After confirmation, please submit the electronic files for the technology transfer contract by email or deliver hard copies to the R&D department.

3. Contract Signing and Sealing of Application:

- (1). After confirmation and review of the contract content, the R&D department will notify the applicants of the printing of the contracts.
- (2). Please print the number of contracts as stipulated in the contract, fill out "Attachment 8: Sealing Application," and submit these together to the R&D department.

4. Documents to Be Submitted for Contract Signing:

- (1). Electronic file of the technology transfer contract (Word file).
- (2). "Attachment 3: Yuan Ze University R&D Results Inventor Rights and Income Distribution Agreement."
- (3). "Attachment 5: Yuan Ze University R&D Results and Technology Transfer Allocation of Funds."
- (4). Please first send electronic files of the above documents to the R&D department. After confirmation that they are free of errors, please sign and submit hard copies.

5. Vendor Payment and System Login:

- (1). After both parties provide their seals, please submit the technology transfer payment check (or proof of remittance) and the original contract together to the R&D department (for

payment methods, please see: “Attachment 7: Vendor Payment Information”).

- (2). After these documents have been confirmed, the R&D department and accounting office log into the system (contract information and funding payment information) to complete the contract signing process.
- (3). Beginning in December 2011, National Tax Administration notifications of technology transfer cases are regarded as school income. Thus, a tax of 5 % should be added to the payment amount in the contract. The tax is borne by the vendor.
- (4). After vendors provide payment, the school issues a 407 payment slip (seen as a receipt). The R&D department can assist in mailing this payment slip, or the applicant can send it to the vendor.