

**Protocol for use of the Agreement  
for Funded Postdoctoral, Graduate and Undergraduate Research Activities  
with Non-University Partners Off McGill Premises**

The Agreement Form is for use in the event that a student or postdoc engages in research with a non-university partner on the non-university partner's premises; it does not apply to co-op employment programs. The agreement form is not meant to be used in cases where a separate contract, describing the research activities, exists between the University and the non-university partner.

1. Each department should designate a staff member to act as resource person in their unit with respect to the use of the Agreement Form. This person should explain both meaning of the Agreement Form and the procedure for its use to anyone involved in a research project involving a student/postdoc and non-university partner.
2. Together with student/postdoc and the non-university partner, the McGill supervisor(s) must complete the Agreement Form, and obtain the signatures of all parties before forwarding the duly signed Agreement Form to the department chair (or delegate) for signature.
3. Once the departmental signature has been obtained, the Agreement Form must be sent to the Associate Dean (Research) of that disciplinary faculty for undergraduate students or the Associate Dean of Graduate and Postdoctoral Studies for graduate students or postdocs.

The Associate Dean reviews the Agreement Form and verifies that the form has been filled out properly and that it bears the signatures of all participants. The Associate Dean then signs the form and ensures that

- the original is sent to the Office of Technology Transfer (OTT) where a master file of Agreement Forms is maintained;
- a copy is retained in the student's file of that disciplinary faculty for undergraduate students or the Graduate and Postdoctoral Studies Office for graduate students or postdocs;
- and, in the case of graduate students and postdocs, a copy of the form is sent to the Associate Dean (Research) of that disciplinary faculty.

If an agreement cannot be reached between the student/postdoc, supervisor(s) and non-university partner, the matter should be brought to the attention of the Associate Dean (Research) of the disciplinary faculty (for cases involving undergraduate students) or the Associate Dean of Graduate and Postdoctoral Studies (for cases involving graduate students or postdocs), who will assist in resolving any disagreement.