

Section: Academic/Student (AC)**Subject:** Applied Research**Legislation:****Effective:** December 2, 1998**Revision:** August 1, 2003 (reformatted); January 30, 2007; September 1, 2016 (reformatted)**APPROVED:** _____**President and CEO**

POLICY

The policy of the Board of Governors is to contribute to economic development by providing applied research and development, technology transfer and pre-commercialization services to industry customers and partners in areas of institute expertise.

PROCEDURE

DEFINITIONS

Applied research agreements

Contracts made between SAIT and another party in support of applied research at SAIT, and may be the result of utilizing SAIT's facilities, funds or resources. These contracts include but are not limited to non-disclosure agreements, confidentiality agreements, revenue sharing agreements, technology disclosure agreements and applied research service agreements. Templates for these agreements are located in the ARIS department.

Applied research and development

Activities that move concepts from the theoretical, conceptual stage to the commercialization stage, usually by engaging in proof of concept, prototype development, testing and validation activities.

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Pre-commercialization

Activities associated with pre-competitive development, where the technical feasibility of the product or process has already been established and it can be demonstrated that the product or process could reasonably be expected to work and be successful in the marketplace.

Technology transfer

The transfer of ideas, information, methods, procedures, techniques, tools or technology from the developers to potential users.

GOVERNING PRINCIPLES

1. The services of the Applied Research and Innovation Services (ARIS) department at SAIT will be based on:
 - a) Institute resources, including SAIT’s facilities, and the knowledge and expertise of its employees and students;
 - b) Relevance to academic program offerings; and
 - c) Funds and support.

SAIT’s Centres of Excellence will provide a focus for these services.

2. Services will be funded primarily outside base operating grants, and funding will come from sources such as government agencies, foundation or industry grants, and customer contracts.
3. Services will concentrate on those that complement the pure research activities of organizations such as universities, the Alberta Research Council, the National Research Council, University Technologies International, Calgary Technologies Inc. and TRILabs. These services will include beta testing, proto-typing and application/product modeling. ARIS will encourage collaborative work with other educational institutions, government agencies and companies that are involved in the applied research and development process and that will benefit from our partnership.
4. Ownership of all intellectual property rights resulting from applied research and development, technology transfer and pre-commercialization services will be retained by the customers, the institute and partners concerned and shall be assigned as specified in each service contract, and shall be subject to procedure [AC.2.11.1 Intellectual Property](#).

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PROCEDURE

1. ARIS has created a detailed departmental procedure for processing and managing applied research projects. This procedure, which shall be followed by those involved in applied research projects at SAIT, is available by contacting ARIS. This procedure may be reviewed and amended, from time to time, by the director of ARIS.
2. Any applied research agreements relating to applied research and development, technology transfer and/or pre-commercialization will be coordinated through the office of the director, ARIS.

POLICY/PROCEDURE REFERENCE

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| AC.4.1 | Applied Research Services policy |
| AC.4.1.2 | Financial Management of Applied Research Projects procedure |
| AC 4.1.3 | Peer Review Panel procedure |

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