

For MSU Researchers working with Business-CONNECT: First and foremost, [talk to us!](#)

Give us some background as soon as you think you might work with a company – the sooner, the better: What is the project? Whom are you working with? What are your goals? The company's goals? What have you shared so far?

We can guide you: What Facilities and Administrative (F&A) rate should be applied to the budget? How can you protect IP rights while working with a company? What responsibilities will you have to the company when you publish any results?

FIRST, we will need three things from you:

Statement of Work (SOW):

Prepare a draft SOW (protocol); can include timeline and deliverables.

Budget:

Prepare a draft budget, working with your dept. administrator.

Introductions:

Introduce us to your colleagues at the company. It's best to get to know each other before we start negotiating.

NOTE:

- Cover the full cost of your research – salaries, supplies, travel, etc. Apply [the correct F&A rate](#) – we read all SOWs to ensure projects are correctly classified as Research vs. Testing. MSU does not subsidize private industry!
- It is best NOT to share the budget with the company until it has been vetted through the transmittal review process. You can share “rough numbers” in early discussions.

NEXT, we will start two simultaneous processes: the **Agreement** and the **Transmittal Application**:

Draft agreement: B-C will cooperate with the company to prepare a draft agreement and begin negotiating terms.

Transmittal Application: You and your dept should prepare a transmittal and start the approval process.

Mutually acceptable agreement: B-C arrives at mutually agreeable terms with the company.

Fully approved transmittal: you, your department, your college and B-C have all approved.

Fully executed agreement: MSU and the company sign the agreement.

Account set-up: B-C will forward the fully executed agreement to CGA for account set-up. Once the account is set up, CGA will handle invoicing and payment receipt.

NOTE:

- Your SOW and total budget amount become part of the agreement. We may not include all of the details that are in the internally reviewed budget.
- As we negotiate, the budget and SOW may change. We will make no final changes without your input and approval.
- ONLY Business-CONNECT has the authority to sign agreements with industry on behalf of MSU. We will NOT SIGN any agreement until the transmittal is approved.
- There may be additional requirements before the account can be set up: IACUC or IRB approval, Export Control reviews, etc.