

SUBJECT
**Commercialization of Intellectual Property
 Procedure**
1. IP Education and Awareness

To promote awareness of the importance of IP and this policy, AREI will:

- publicly share this Commercialization Policy on our webpage.
- respond to all inquiries related to IP and this policy.
- share relevant resources with Northern College employees, students, and contractors.
- publish an Annual Commercialization Plan Report.
- periodically hold information sessions for college employees related to IP and commercialization.

2. Invention Disclosure

All Northern College employees and students must promptly inform the college of any IP with commercial potential. The college has established a procedure to facilitate such disclosure to AREI. This will include the use of a disclosure form (see Invention and Innovation Report (IR)).

Public disclosure may result in the loss of IP protection rights. Measures must be taken to avoid premature disclosure before a patent application has been filed. Considering this, it is strongly recommended that employees and students identify any protectable IP as early as possible and consult AREI before making any public disclosure of IP.

Partnerships and research collaborations with Third Party Experts (TPEs) often involve communicating confidential exclusive information, some of which is likely to involve IP. Any Applied Research agreements must contain confidentiality clauses. Associated college employees and students must be made aware of such confidentiality provisions.

All individuals involved in the Applied Research associated with IP must adhere to the stipulated confidentiality agreements of the project.

TPEs may require college employees and students to sign nondisclosure agreements (NDAs) as additional protection. These individuals may be required to sign the NDA as a condition of participating in the project.

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<p>Northern College will require a TPE to sign an NDA if there is a possibility that IP belonging to the college, or which Northern College licenses from a third party, could be revealed during the Applied Research process.</p> <p>All Applied Research partnerships that could result in the creation of IP must have a formal agreement with associated parties that is documented in a written contract. This agreement must protect the interests of Northern College, employees, and students by stipulating methods for protecting IP as well as the consequences for breaching the agreement. The agreement should also specify that Northern College retains the rights to use the IP for education and research purposes.</p> <p>3. Procedure</p> <p>If an employee or student feels that they have an invention with commercial potential, they are required to contact the Manager, AREI.</p> <p>The employee or student will be contacted by the Manager, AREI, or Designate to meet the employee or student to explain the invention, highlight its advantages, discuss how far the research has progressed, your future research plans, possible markets for your invention and any past or planned public disclosures of the invention.</p> <p>As a result of this meeting, the Manager, AREI or Designate will inform the employee or student whether they should submit a formal Invention and Innovation Report.</p> <p>If requested by the Manager, AREI or Designate, the employee or student will complete and sign the Report of Invention. Upon accepting the completed and signed Invention and Innovation Report, the AREI will further investigate the invention for its commercial potential and render a decision regarding proceeding with filing for formal IP protection.</p> <p>If the AREI decides to proceed with filing for formal IP protection, the AREI will contact all parties associated with the invention and pursue the IP strategy and process most appropriate for the commercialization of the invention.</p>	

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<p data-bbox="180 449 1474 527">4. Net Benefit for Ontarians and Northern College’s Engagement with the Innovation Ecosystem</p> <p data-bbox="170 569 1448 709">Northern College will continue to maintain, develop, and expand relationships with regional stakeholders (e.g., companies, incubators and accelerators, research institutes, market facilitators and intermediaries, etc.) to achieve the objectives of the Commercialization Mandate Policy Framework.</p> <p data-bbox="170 751 1401 825">Northern College will continue to explore opportunities to enhance its Applied Research capacity to effectively assist regional stakeholders develop and commercialize IP.</p> <p data-bbox="170 863 1458 1003">Northern College will specifically pursue and engage in projects where IP can be developed and commercialized to benefit Ontarians’ economic, social, health, and environmental well-being. The college is dedicated to enhancing Ontario’s economic competitiveness and prosperity.</p>	

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