



Guidelines for Course Instructors and Student Course Project Supervisors

For Internal Use Only

Sponsored Student Project Agreement (For Use in Sponsored Course Projects)

1. What is a Sponsored Student Project Agreement and when should it be used?

A Sponsored Student Project Agreement is an agreement between Clemson University and an external entity interested in providing support for undergraduate or graduate academic coursework through any combination of funding, supplies, materials, equipment, or personnel time. This agreement should be used when an external sponsor proposes a problem and agrees to the terms and conditions (un-edited other than for cosmetic or other minor changes) of the Sponsored Student Project Agreement. This agreement should ONLY be used for projects conducted by students as part of a course for academic credit. Faculty and other non-student involvement **MUST** be limited to only those duties defined in the course syllabus in these endeavors.

2. Is the Sponsored Student Project Agreement required if a sponsor does not require any deliverables, including rights to any intellectual property?

No. The sponsor may support a course project through a gift or grant. Students will still need to sign a Student Participation Agreement to participate in the project even if a Sponsored Student Project Agreement is not needed.

3. If there is funding provided by a sponsor under the Sponsored Student Project Agreement, how are fees determined?

The course instructor/project supervisor and his/her department chair can determine the fees for the course depending on actual costs for performance of the project, including costs for supplies, materials, and equipment to be purchased by the University. In no event will the total cost to sponsor for a sponsored course project under this agreement exceed \$15,000.00 per semester without approval from the Vice President for Research. Any project that may require funding of more than \$15,000.00 per semester should be treated as a Sponsored Project (not a Sponsored *Student* Project) with a proposal and budget submitted through the college's Office of Sponsored Programs Support Center. If an instructor has questions about whether or not a project should be processed as a student project, please contact the Office of Industrial Contracts (cuic@clemson.edu or 864.656.3989) to discuss.

4. Are there Facilities & Administrative costs for projects conducted under a Sponsored Student Project Agreement?

No, unless the sponsor wishes to negotiate the terms and conditions of the Sponsored Student Project Agreement. Any substantive changes to the agreement may require facilities and administrative costs to be assessed at the University's federally negotiated rate (for FY15, the rate is 50% of modified total direct costs).

5. Who completes the Sponsored Student Project Agreement?

The course instructor/project supervisor should complete the agreement, sign, have his/her department chair sign, and have the sponsor sign before submitting the agreement to the Office of Industrial Contracts (cuic@clermson.edu) to route for the Vice President for Research signature. The agreement should be executed by the Vice President for Research and the sponsor prior to initiation of the project.

6. If course instructors/project supervisors have questions about the Sponsored Student Project Agreement, who should they contact?

The Office of Industrial Contracts (OIC) is available to answer any questions about the agreement and can be reached at cuic@clermson.edu.

Student Participation Agreement **(For Use in Sponsored Course Projects)**

1. When should students sign a Student Participation Agreement?

As a general rule, a student participating in a course for credit owns any intellectual property s/he creates in the performance of a project in the course and does not need to sign an agreement to participate in the project. However, if the project is a "sponsored project," the student needs to sign a Student Participation Agreement in order to participate. A "sponsored project" includes a project performed in a course for credit that is supported with a tangible contribution from an external third party, whether through funding, supplies, materials, equipment, or personnel time. This support can be received by the university as a gift or grant or under contract (see guidelines for Sponsored Student Project Agreement). If the student intends to use University background intellectual property to perform a project, even if the project is not a "sponsored project," the student will need to sign a Student Participation Agreement.

2. Are the students required to sign the Student Participation Agreement?

In order to participate in a course project that is supported with a tangible contribution from an external third party or uses University background intellectual property, a student is required to sign the Student Participation Agreement. If the student elects not to sign, the student cannot participate in the project. *If the student is enrolled in a course required for graduation and chooses not to sign the Student Participation Agreement, the course instructor/project supervisor will provide an alternate project for the student to work on that is not supported by an external third party or does not include the use of University background intellectual property.*

3. Is the Student Participation Agreement only required when there is a Sponsored Student Project Agreement?

No. A Student Participation Agreement is required when a course project is supported by a third party, even if the support is provided through a gift or grant without the need for a contract. A Student Participation Agreement is also required when a course project uses University background intellectual property.

4. If students have questions about intellectual property rights, who should they contact?

The University's Intellectual Property Policy defines students' rights with respect to intellectual property ownership (<http://www.clemson.edu/research/sponsored/policies.html>). The Clemson University Research Foundation is Clemson University's designee for managing and commercializing the University's intellectual property and is available to answer any questions about the policy (<http://www.clemson.edu/curf>).