

Section II - 8a

CRADA Monitoring

Part 1 - Outline

This outline describes a process for monitoring a signed CRADA. What you do will depend upon the resources available to you. Milestone and quad charts are not required by ONR. These are to be used in developing best practices. If any of these ideas work well for you, please consider reporting your success to others in the Navy community annual meetings.

- (1) Review Signed CRADA
 - (a) Prepare milestone chart
 - (i) Use SOW
 - (ii) Use reporting Schedule
 - (iii) Use funding profile
 - (b) Prepare Quad Chart (see sample that follows)
 - (c) Meet with PI
 - (i) Upon final signature
 - (ii) Clarify lines of responsibility
 1. Changes in SOW
 2. Changes in funding
 3. Activity Reporting
 - (iii) Provide copy of milestone chart
 - (iv) Provide copy of Quad Chart
 - (v) Meet quarterly
- (2) Activity Reporting
 - (a) Reports and Publications
 - (i) Interim reports
 1. Know the schedule
 2. Local PI reports receipt to ORTA
 - (ii) Publications
 1. Review prior to Publication
 - a. Navy PI
 - b. ORTA Manager
 - c. Cleared for Public Release by Navy
 2. Copy of Publication
 - a. PI
 - b. ORTA Manager
 - i. Place in CRADA file
 - (iii) Classified Information
 1. Review local process with local Security Office
 2. Review local process with Navy PI
 - a. ORTA Manager on Routing
 - b. Maintain a log in CRADA file
 - (b) Intellectual Property
 - (i) Marking of Data
 1. Establish process for marking data
 - a. Navy PI
 - b. ORTA Manager

- c. Navy Attorney
 - d. Navy Security Office
 - 2. PI reports to ORTA Manager
 - a. Data delivered to Non-Navy Collaborator
 - b. Data received by Non-Navy Collaborator
 - (ii) Copyrights applied/ issued
 - 1. Reported by Non-Navy Collaborator
 - 2. Record copyright license to the Government
 - (iii) Trademark and Service Marks applied/issued
 - 1. Obligation to report Trademarks and Service Marks
 - a. Navy Collaborator
 - b. Non-Navy Collaborator
 - 2. Responsibility to Report Filing
 - 3. issue/Report License to Use
 - (iv) Subject Inventions
 - 1. Obligation to Report
 - a. By Navy
 - i. Report by PI
 - ii. Report to ORTA Manager
 - iii. Report to Navy Patent Attorney
 - b. By Non-Navy Collaborator
 - i. Report to PI
 - ii. Report to ORTA Manager
 - c. By both Navy and Collaborator
 - i. Report by PI
 - ii. Report to ORTA Manager
 - iii. Report to Navy Patent Attorney
 - iv. Report to Non-Navy Attorney
 - 2. Determine/Record Title and Ownership
 - a. Report by PI
 - b. Report to ORTA Manager
 - c. Report to Navy Patent Attorney
 - 3. Determine/Record Filing of Invention Disclosures
 - a. Report by PI
 - b. Report to ORTA Manager
 - c. Report to Navy Patent Attorney
 - d. Report to Non-Navy Attorney
 - (v) Nonexclusive License to Subject Inventions
 - 1. Report from Navy Attorney
 - 2. ORTA Manager Records in CRADA File
- (3) Amendments to SOW
 - (a) Use authorized Navy and Non-Navy negotiators
 - (b) Signatures
 - (i) From Non-Navy Collaborator
 - (ii) By local Commanding Officer
 - (c) Notifications and Correspondence
 - (i) Signed copy to Non-Navy Collaborator
 - (ii) Signed copy to Navy PI
 - (iii) Report to DTIS

- (4) Amendments to Funding
 - (a) Use authorized Navy and Non-Navy negotiators
 - (b) Signatures
 - (i) From Non-Navy Collaborator
 - (ii) By local Commanding Officer
 - (c) Notifications and Correspondence
 - (i) Signed copy to Non-Navy Collaborator
 - (ii) Signed copy to Navy PI
 - (iii) Signed copy to local Navy Comptroller
 - (iv) Report to DTIS

- (5) Final Reports
 - (a) From Non-Navy Collaborator
 - (b) From Navy PI
 - (i) Use Navy Form
 - (ii) Prepare final Quad Chart
 - (iii) Submit to ONR

CRADA TITLE

<p>Name of Non-NAVY Collaborator</p> <p>CRADA: Insert CRADA number</p> <p>FUNDS – IN: yes or no</p> <p>Date and duration: date (duration)</p>	<p>INTENT:</p> <p>One sentence summary.</p>
<p>S&T Focus Area:</p> <p>Choose from Naval S&T Strategic Plan</p> <p>Objective Categories:</p> <p>Choose from Naval S&T Strategic Plan</p> <p>S&T Research Areas:</p> <p>Choose from Naval S&T Strategic Plan</p>	<p>Laboratory Name</p> <p>ORTA: name</p> <p>Phone: xxx xxx-xxxx</p> <p>E-mail: who@where</p>

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