



Sultan Qaboos University
Research Agreement

SQU Project Code:		SPONSOR File No:	
PROJECT TITLE:			

SQU PROJECT LEADER	
Name: _____	Position: _____
College/Dept: _____	Address: P.O. Box _____, Al-Khod
Telephone: _____ Fax: _____	Postal Code 123
Email: _____	Sultanate of Oman
Signature: _____	Date: _____
Investigator 1	
Name: _____	Name: _____
College/Dept: _____	College/Dept: _____
Investigator 3	
Name: _____	Name: _____
College/Dept: _____	College/Dept: _____
SPONSOR'S MAIN CONTACT	
Institution: _____	Full Address: _____
Name: _____	E-mail: _____
Position: _____	Phone: _____ Fax: _____
ESTIMATED PROJECT COST	EXPECTED PROJECT DURATION

PROJECT SUMMARY

WORK DESCRIPTION

Not required if details already included in an attached Project Description document

Technical and Business Background

Problems to be addressed

Research Methodology (Protocol)

Anticipated Results

MILESTONES AND DELIVERABLES

PAYMENT SCHEDULE	Amount	Timing
Down Payment		<i>(Upon signing the Agreement)</i>
Interim Payments: First Second		
Final Payment		<i>(Upon completing the Project) With a Release Letter from the Sponsor</i>

Project Short Title and Code:

BUDGET

Personnel	No. of Hours	Hourly Rate (R.O.)	Total Project Cost (R.O.)	SQU Share of Total Cost (R.O.)	Financial Code
Project Leader					
Investigator 1					
Investigator 2					
Investigator 3					
Investigator 4					
Total Personnel Costs					01
Overhead @ 40% of Total Personnel Costs					03
Capital Equipment					04
Recurrent Items (Consumables)					05
Fees for Use of University Facilities					06
Conference Attendance and Travel costs Outside Oman					07
Local Travel and Transport Costs					07
Computing Costs					08
Insurance					09
Sub-contractors, Consultants & Assistants					
a) Local					10
b) Foreign					10
Publication Costs					11
Miscellaneous					11
TOTALS					
AMOUNT PAYABLE TO SQU = Total Project Cost - SQU Share				R.O.	

FINANCIAL EXPENDITURES

Details of Proposed Expenditure

PERSONNEL

Names of Project Team members and areas of specialisation

NON-DISCLOSURE OBLIGATIONS

During the period of performing this Project, the University and the Sponsor (the parties) may be disclosing relevant Proprietary Information to each other. Prior to any disclosure of such information the Sponsor shall indicate its intent to disclose Proprietary Information to the University Project Leader, who shall have the right to decline receipt of such information. Each party agrees to treat Proprietary Information received from the other with the same degree of secrecy with which it treats its own Proprietary Information and further agrees not to disclose such Proprietary information to a third party without prior written consent of the disclosing party, except if such Proprietary Information was known to the recipient prior to the disclosure hereunder; was received from a third party not under an obligation of confidence to recipient; is in the public domain at the time of disclosure hereunder or subsequently entered the public domain without the fault of the recipient; has been independently developed by an employee of a recipient that has not had access directly or indirectly to such Proprietary Information and recipient can substantiate any claim of independent development by written evidence; or is required to be disclosed by law.

INTELLECTUAL PROPERTY RIGHTS

All rights and titles to intellectual property arising from this Project shall vest in the University. Such intellectual property shall include copyright of any reports, documents and computer software prepared by the University under this Project, as well as any new development of products or processes and any improvements to publicly known products or processes. The Sponsor shall have a non-exclusive non-assignable licence to use such intellectual property.

ACQUISITION OF CAPITAL EQUIPMENT AND SOFTWARE

All items of capital equipment and computer software purchased for the purposes of this Project using the Sponsor's funds will become the property of the University. The cost of maintaining such capital equipment will be a charge against this Project for the Project duration. After completion or termination of the Project, the University will be responsible for maintaining the equipment.

INDEMNITY

The Sponsor shall fully indemnify and hold harmless the University against all claims arising out of the Sponsor's use, commercialisation or distribution of information, materials products or processes which result in whole or in part from the activities performed under this Agreement. The Sponsor shall hold the University harmless from any claims arising from third party claims that the work performed hereunder infringes third party intellectual property rights.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY DECLARATION

The University Project Team, including subcontractors, are responsible to treat the details of this Research Project as confidential, save in so far as may be necessary for the performance of their duties, and not to publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the University. The Project Team shall also fully respect the intellectual property rights of the University for all results arising from this project, and shall not make any use of such results for private or commercial gain without an official license from the University. Accordingly each member of the University Project Team will be required to sign a "Confidentiality and Intellectual Property Declaration" in connection with this project.

SIGNATURES AND SEALS

Project Leader	Head of Department
Signature: _____ Name: _____ SQU Department: _____ Date: _____	Signature: _____ Name: _____ SQU Department: _____ Date: _____
College Dean	Authorised SQU Official
Signature: _____ Name: _____ SQU Department: _____ Date: _____	SQU Seal
Sponsor's Main Contact	Authorised Sponsor's Official
Signature: _____ Name: _____ Position: _____ Date: _____	Sponsor's Seal
Signature: _____ Name: _____ Position: _____ Date: _____	Signature: _____ Name: _____ Position: _____ Date: _____