


ADMINISTRATIVE PROCEDURE

ADMIN-19

University Innovation Centers Intellectual Property Procedure

Number: ADMIN-19	Name: UNIVERSITY INNOVATION CENTERS INTELLECTUAL PROPERTY PROCEDURE
Purpose: This administrative procedure sets for the process required pursuant to Marshall University Board of Governors Policy GA-4, Section 11.2, which excludes certain approved services provided by University Innovation Centers from being considered substantial use of University resources.	
Responsible Unit: Research	
Approved by: 	Approval Date: 9/8/23

1. University Innovation Centers

- 1.1. **Definition.** University Innovation Centers are non-state funded entities within Marshall University or its affiliates, such as the Marshall University Research Corporation, which are dedicated to promoting innovation, entrepreneurship, and economic growth in the region.
- 1.2. **Approval Process.** Written requests for University Innovation Center (UIC) status are approved by the Vice President for Research. Requests for UIC designation that are rejected may be appealed to the President. The decision of the President is final. The Marshall University Research Corporation shall maintain a list of approved UICs.

2. Exemption from being considered University Intellectual Property

- 2.1. Any UIC may seek an exemption by submitting a written request to the Vice President of Research which sets forth the following:
 - 2.1.1 Affirms that the funds for the services are from non-state sources;
 - 2.1.2 Establishes that the services are to promote the economic growth of the region; and
 - 2.1.3 Enumerate the services for which the exclusion is requested.
- 2.2 The Vice-President of Research will issue a written decision within five (5) business days of receipt of the request.
- 2.3 The decision of the Vice-President of Research may be appealed to the President.
- 2.4 The President's decision is final.