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Subject: 3rd Installment - Technology Transfer Community Newsletter
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Dear Technology Transfer Community – For your reading pleasure the 3rd installment of the TT Community Newsletter. Please keep your suggestions coming for topics.



We Need You **NIH Federal Lab Consortium Agency Representative**

NIH is seeking its next Agency Representative to the Federal Laboratory Consortium (FLC). Each NIH Institute has a FLC Lab Representative who is responsible for keeping FLC records about the IC accurate, coordinating IC submissions to FLC programs, and participating in elections. The FLC Agency Representative has additional responsibilities as an advocate for the Agency and its labs, and serving as a liaison to FLC Lab Reps, assisting with annual verification process, helping ensure the FLC dues are paid, securing congratulatory letters for FLC award winners, and attending the annual briefing from the FLC Chair. It is anticipated that the Agency Representative will serve multiple years to ensure some continuity to the position. More information is available at <http://globals.federallabs.org/pdf/lab-representatives-guide-version-1.0.pdf>. **If you are interested in serving as the next FLC Agency Representative, please contact your TTWG Representative by January 20th (after getting approval from your supervisor).** The Agency Representative will be appointed by Dr. Gottesman, with recommendations from the TTWG.

OTT SharePoint Access

OTT is receiving a number of HelpDesk tickets from IC staff letting us know that you can't access the OTT SharePoint Site. Please remember that we changed the urls for IC access back in October. You will not be able to get access if your old bookmark is trying to use <https://spweb.od.nih.gov/OTT/ICPortal/default.aspx>. You will need to access your IC site with the new url, such as: <https://spweb.od.nih.gov/OTT/DTDT/NIAID/default.aspx>.

If you have any other problems or issues with the OTT SharePoint site, please submit a ticket with the CIT Helpdesk, and Mitchell Ha will respond to your request. If you do not get a response within 24 hours, please email Tim Leahy and he will follow up.

OTT is Marketing Marketing Services

Do you have a marketing need? Check out the attached presentation that Ajoy Prabhu, Head of Marketing, OTT, gave at a recent TTWG Meeting. The comprehensive presentation outlines all of the Marketing Services currently available to the TT community. These include not only publicizing available licensing and CRADA opportunities,

but also help in finding market size, trends, and company contacts. Maybe you need help mapping the landscape around a technology? Contact Ajoy at ajoy.prabhu@nih.gov.

Why Did the Tax ID Number Get Added to the Model License Agreements?

As eager as licensees are to license NIH, CDC, and FDA technologies, sometimes development of the company or technology doesn't go so well. Some licensees fall into non-compliance and stop paying royalties. After collection efforts have been exhausted by the OTT License Compliance and Administration staff (Royalties and Monitoring and Enforcement) and the license is terminated, collections are referred to the PHS Debt Collection Office. This is the office that has the authority to intercept the transfer of funds between the company and the Federal Government, BUT they must have the Tax ID Number for the company. Help us collect the outstanding royalties for your IC or Agency by obtaining the Tax ID number upon execution of all new licenses and amendments.

PUBLIC HEALTH SERVICE

PATENT LICENSE-NON-EXCLUSIVE

This **Agreement** is based on the model Patent License Non-exclusive Agreement adopted by the U.S. Public Health Service ("PHS") Technology Transfer Policy Board for use by components of the National Institutes of Health ("NIH"), the Centers for Disease Control and Prevention ("CDC"), and the Food and Drug Administration ("FDA"), which are agencies of the PHS within the Department of Health and Human Services ("HHS").

This Cover Page identifies the Parties to this **Agreement**:

The U.S. Department of Health and Human Services, as represented by

[Insert the full name of the IC]

an Institute or Center (hereinafter referred to as the "IC") of the

[INSERT as appropriate: NIH, CDC, or FDA]

and

[Insert Company's official name],

hereinafter referred to as the "Licensee",

having offices at [Insert Company's address],

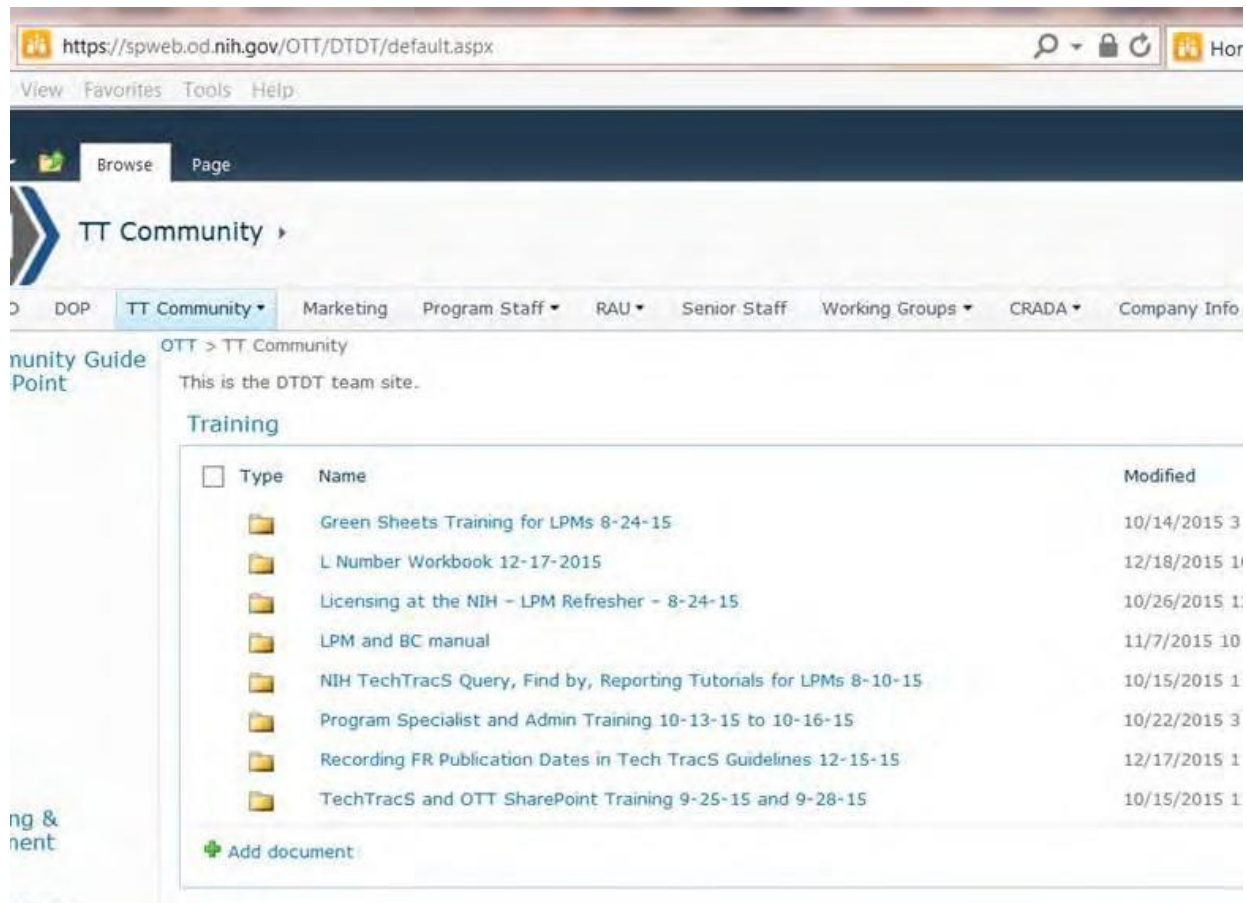
created and operating under the laws of [Insert State of Incorporation].

Tax ID No.: _____

Help! Where do I Find the Training Handouts and Guides?

Need step by step instructions on how to process new licenses through SharePoint and NIH TechTracS? Want to see the Green Sheet handouts presented at the Program Specialist Training sessions? Don't know how to process

Federal Register Notices? Did you know that a LPM and Branch Chief Manual is being developed and is attached to SharePoint? Look under the TT Community page in the OTT SharePoint site:
<https://spweb.od.nih.gov/OTT/DTDT>



NIAID and Leahy to the Rescue!

Have you been having problems processing invoices in NBS? Something that should only take a few minutes is taking you hours to process? Alerted by NIAID that the technology transfer community had a problem, Tim Leahy came to the rescue. See the attached e-mail titled "NBS Issues and Fixes" for guidance on how to fix issues you may be experiencing when attempting to follow the 2-Way Invoice Review Process.

Yes Virginia, There is a Nomenclature

Don't understand why your documents are not attaching to the OTT SharePoint New Licenses Site? All documents in SharePoint must follow a specific naming convention for the underlying workflows to work properly. If they don't start with the complete license number (L-XXX-XXXX-X) they won't attach or transfer correctly. Here is a list of mandatory file names:

1. L-XXX-XXXX-X_Signed
2. L-XXX-XXXX-X_Royalty_Distribution_Form
3. L-XXX-XXXX-X_Summary
4. L-XXX-XXXX-X_GreenSheet_DDMMYY (this is the end date of the inclusive period. Should be the execution date).
5. L-XXX-XXXX-X_SummaryReport_DDMMYY
6. L-XXX-XXXX-X-AnnuitiesReport_DDMMYY

7. L-XXX-XXXX-X_WOReport_DDMMYY
8. L-XXX-XXXX-X_Comparison_DDMMYY

Thanks for reading and staying informed. Got ideas for the next issue—e-mail them to RogersK@nih.gov.