

**ANNEX 1: AREAS TO BE VERIFIED FOR REGISTRATION OF MZUZU UNIVERSITY
TTO**

AREA	DESCRIPTION	MEANS OF VERIFICATION
Adequacy of the physical facilities	Ascertain existence and readiness of office space, internet connections, information storage and sharing facilities	Physical viewing of items
Adequacy of the Staffing of the TTO Secretariat	Ascertain the recruitment of the requisite staff for the TTO including: <ul style="list-style-type: none"> • Head of TTO (<i>fulltime</i>) • Technology Transfer officer responsible for Operations (<i>fulltime</i>) • Technology Transfer Officer responsible for commercialization(<i>fulltime</i>) • Officer responsible for Knowledge management (<i>fulltime/part-time</i>) • Officer responsible for IP /legal matters (<i>fulltime/part-time</i>) • Officer responsible for managing Finance (<i>fulltime/part-time</i>) 	Offer letter from the office and/or acceptance letter from the officer
Adequacy of information capturing tools and agreement templates	Ascertain the availability of the following tools: <p>IP MANAGEMENT TOOLS</p> <ul style="list-style-type: none"> • Invention or innovation disclosure form • IP contributor form • Deed of IP assignment • Beneficiary form • IP assets database • Nondisclosure Agreement template • Patent/IP landscape report template <p>TECHNICAL INFORMATION CAPTURING TOOLS</p>	Physical viewing of the printed documents

	<ul style="list-style-type: none">• Preliminary technical evaluation form• Technology readiness assessment report template• Research and development agreement template• Transfer of know-how agreement• Material transfer agreement• Full due diligence report template <p>IP COMMERCIALIZATION TOOLS</p> <ul style="list-style-type: none">• Business model canvases• Market assessment report template• IP commercialization strategy template• Business agreement template• License terms sheet• License agreement template• Clients and stakeholder list <p>FINANCIAL MANAGEMENT TOOLS</p> <ul style="list-style-type: none">• Income and Expenditure templates• Benefit sharing template	
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