How to Prepare a Draft Management Plan (Company)

# The following information should be included in a DRAFT Management Plan, update all bullets with information specific to the situation being disclosed and managed

1. **Background (describe the potential COI using bullet points)**
* I am a (*RANK*) of (*DEPT*) at UMD.
* I have been performing research into (*describe your research*) at UMD with support from (*agency information, include as appropriate*).
* Include a description of any IP disclosures or pending external support, as appropriate.
* *Company name* was formed in *DATE* with the intent to commercialize *describe the technology*. *Describe your relationship with the company. Example:* I am the founder, sole owner, and currently the sole employee of this company.
* An exclusive license option agreement for the IP *has/has not* been established between *company name* and UMD. State whether there has been a discussion with UM Ventures.

# Management Plan Company details, I understand:

* No current advisees or UMD students in my lab/group or enrolled in my classes can work at my company
* I cannot serve as a voting member of a thesis or dissertation committee for any undergraduate or graduate student who works at my company
* If there is a sub-prime relationship between UMD and my company, I will not be the PI at UMD and at my company and I cannot be paid from both sides of the award.
	+ The UMD PI will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ The Company PI will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If I want to use UMD facilities for my company, my company must be properly licensed under a fully executed Facilities Use License (FUL) Agreement. The formal agreement between companies and the University for the use of UMD facilities must be provided to the campus COI committee.
	+ All FULs will be reviewed annually, and any pertinent updates must be provided to the COI committees.