Document A: Work With the Company as a Consultant

You can likely work with the company as a consultant.

Key Points:
- What is the scope of work (SoW) for the consultancy?
- A Non-Disclosure Agreement (NDA) is recommended. Examples can be found here.
- You must follow the University of Maryland Policy on Conflict of Commitment.
- Important: You cannot simultaneously accept a Sponsored Research Agreement or Gift through the UMD Foundation or another UMD Unit while serving as a consultant.

ITEMS TO COMPLETE:
- Discuss with Department Chair to avoid a Conflict of Commitment (see Conflict of Commitment Policy)
- Contact COI to determine if a disclosure is required (if applicable)
- Include the consultancy as part of your OPA Report
Document B:

Please create a document that defines the following:

- What is the scope of work (SoW) for the project?
- What is the source of funding? Do you have the funding already?
- Have you completed a Facilities Use Application and/or do you have a Facilities Use License?
- Is there a signed Intellectual Property Agreement? If not, is one needed? If yes, where are you in the process?

ITEMS TO COMPLETE:

- Discuss with Department Chair to avoid a Conflict of Commitment (see Conflict of Commitment Policy)
- Contact COI to determine if a disclosure is required (if applicable)
- Complete FUA (if applicable)
- Affiliate Appointment Documentation (if applicable)
- Department Approval of Work / Funds
- IP Agreement / UM Ventures
- OPA Report
Document C:

_The gift can be used to support the research – the gift cannot contain a SoW or deliverable, and IP is owned by UMD._

**ITEMS TO COMPLETE:**

- Discuss with Department Chair to avoid a Conflict of Commitment (see [Conflict of Commitment Policy](#))
- Gift checklist
- COI (if applicable)
- FUA (if applicable)
- Affiliate Appointment Documentation (if applicable)
- Revise [OPA Report](#)
Document D:

The grant likely covers Use, IP, and COI issues – Please confirm with department.

ITEMS TO COMPLETE:
- Discuss with Department Chair to avoid a Conflict of Commitment (see Conflict of Commitment Policy)
- COI (if applicable)
- FUA (if applicable)
- Affiliate Appointment Documentation (if applicable)
- Revise OPA Report