

Instructions for Establishing Industrial Affiliates Programs (IAP) at UT – Austin

The University of Texas at Austin encourages the establishment of all appropriate Industrial Affiliates Programs (IAP). They have proven excellent vehicles to engage with industry to

1. Enhance research programs through better understanding of industrial challenges.
2. Expose students to companies and industrial research in their fields to augment and help focus their academic efforts.

An IAP is initiated where a faculty member's research is widely recognized in an industry segment and is of significant interest to certain industry segment members. Once the researcher has done the hard work of getting into that situation, the University of Texas at Austin will endeavor to facilitate formation of the desired IAP.

As with all IAPs, no indirect costs are associated with the program because no intellectual property rights are granted and therefore there are no required deliverables. However, an annual workshop is usually held for IAP Members and publications resulting from the IAP will be provided to the Members.

The first and most difficult step is for the researcher to develop the IAP's research theme and discuss it with potential companies expected to participate. This discussion should help focus the direction of the research and encourage prospective companies to help recruit others,

With the IAP's research theme in place, the second step is to discuss the program feasibility within the researcher's appropriate administrative entity (e.g. department or ORU/URU) to ensure the activity fits comfortably in the broader activities of the University of Texas at Austin. Rather than being sequential, these two steps are frequently iterative.

Once the decision to proceed has been made, the compliance review is initiated through a letter of memorandum to the Vice President for Research. That letter need only contain the following information:

1. A descriptive title of the proposed new research program
2. A brief statement of the Program's research goals and objectives for the initial term.
3. A sample IAP Membership Agreement incorporating the proposed title of the IAP and showing the recommended annual Membership Fee. Note: if a tiered fee structure is desired, please attach a short explanation of the rationale for the tiered structure along with a sample IAP Membership Agreement for each tier indicating the tier designation (e.g., Level 1, Level 2, etc) and the recommended amount of the annual membership fee for that tier.

3. The name of the person who will serve as the Program Director, and the name of the person who will serve as the Program Coordinator for the new IAP;
4. A description of the benefits to member affiliates, and if utilizing a tiered membership fee structure the different benefits accruing to members of each tier.
5. A description of the number of faculty and graduate students who will likely participate in the IAP;
6. A description of the potential number and size of companies who would be likely to belong to the new IAP, including the names of a minimum of three companies expected as initial members;
7. A confirmation that the initial annual funding level will exceed \$150,000, and an estimate of the amount of annual funding the Program expects to achieve by the end of the Program's first term;
8. The term of the program, Industrial Affiliate Programs are established for a set term, usually five years;
9. Signature of the Chair/Director of the originating administrative entity indicating their approval of the request;
10. Signature of the Associate Dean of the School or College indicating their approval of the request, where applicable;
11. Signature of the Director or Associate Director of the Office of Industry Engagement confirming the Program's administrative requirements have been met; and
12. Attach the completed Industrial Affiliates Program (IAP) Membership Agreement and forward it and your approved letter of memorandum to Dr. Dan Jaffe in the OVPR.

Submitters should expect an approval or, if necessary, a request for more information within three weeks.

For More Information see:

[IAP Policy-on Establishing Industrial Affiliates Programs \(IAP\) at UT-Austin](#)

[IAP Membership Agreement](#)

www.utexas.edu/research/osp/iap.html