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**INFORMATION SHEET FOR EXTERNAL PARTNERSHIPS**

This information sheet has the objective of capturing relevant information related to proposed external partnerships such as research, government and other grants and contracts, for internal review purposes. Please submit the completed document to The Office of Grants and Sponsored Research (berlinga@stjohns.edu).

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| **Summary of company/third party**  A summary should be provided that outlines the company/third party including type of business, mission statement and business size. A web address for the company/third party should be included. |
| **Type of agreement**  Academic collaboration Non-academic collaboration Lease |
| **Overall objective of the envisaged agreement** |
| **Impact and value to St. John’s University**  Explain how the envisaged agreement is aligned with the mission of St. John’s University, how it will add value and how it will impact the University. |
| **Agreement outline**  Explain in more detail the type of agreement that is envisaged. For example: use of infrastructure, knowhow, office space etc. |
| **Company/Third Party obligations** |
| **St. John’s University obligations** |
| **Personnel**  Provide a list of key personnel and/or students and their affiliation (University and/or third party) involved in this agreement. Specify the principal contact person. |
| **Intellectual property**  Detail how IP will be managed, as well as ownership, according to the St. John’s University IP policy. |
| **Budget and Budget Narrative**  Provide a complete line-item budget, including a budget narrative that addresses revenues, expenses, indirect cost recovery, matching requirements, University contribution and any other relevant financial considerations. |
| **Terms of agreement**  Detail start and end dates, plans for renewal of agreement etc. |
| **Overall summary**  Summarize the envisaged overall outcome of this agreement. |