

National Taiwan Normal University Administrative Procedure for Technology Transfer Authorization Cases by the Office of Research and Development

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Receiving case

Applicants call or send an email inquiring about contract matters, in which a contract template is provided for reference.



Contract is submitted for review

After receiving the contract, it is submitted to a lawyer for review who will respond with review comments.



Stamping of the contract

The review comments are submitted to faculty members who shall amend the contract based on such comments. After faculty members and the cooperation partner stamp the contract, it shall be submitted to the Office of Research and Development for approval and stamping.



Licensing fee payment request

The Office of Research and Development shall submit the stamped contract to faculty members by exchanging official documents. Only after faculty members receive the stamped contract can he/she send a letter to request payment, which shall also be submitted to the Office of Research and Development to facilitate the debt recovery process.



License fee distribution

After the Office of Research and Development receives notification from the Office of Accounting or the faculty member's assistant that the funds have been credited to the designated account, it will issue a document authorizing the distribution of the licensing fee and notify the faculty member.