

Quick first set up of a contract

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If it is of importance to start a collaboration as soon as possible and/or to set up a contract only with a short meeting, the following documents are of interest.

The Knowledge Management Working Group is acknowledge for making available these examples for a first set up of a contract.

1.1 Entering into a (research) contract Quick reference card

Step 1: Initial meeting to determine the goals of the project.

Step 2: Draft a Term Sheet (maximum 3 pages)

Use the do's and don'ts to check if all main aspects are determined before sending the term sheet to a lawyer.

Step 3: Sign Term Sheet.

Step 4: Send Term Sheet to legal advice (lawyer) to draft and official contract.
Or
Use an example contract

Check the draft contract using the list of frequently asked questions

Step 5: Sign contract

Step 6: Initiate project

1.2 Term sheet

Term sheet for a [development / research / production / etc] agreement between [PARTY 1] and [PARTY 2]

Party 1 [address details], legally represented by [contact person]

Party 2 [address details], legally represented by [contact person]

N.B.: This document is not a complete binding agreement between the parties and is intended for evaluating the final terms and conditions for a binding agreement. After signing of this term sheet, a legal document will be drafted by the lawyer of [PARTY 1 / PARTY 2].

1) [OBJECTIVE 1]

2) [OBJECTIVE 2]

3) [OBJECTIVE 3]

4) [OBJECTIVE 4]

Etc.

This document has been prepared in two-fold with one original for each party.

Party 1

Party 2

Signature

Signature