

## **Guidelines for MoU preparation**

1. The concerned PI/Scientist need to initiate an official note sheet (format attached) to Director, CCMB stating the title, purpose, individual roles, duration of the agreement, risks/benefits to CSIR-CCMB in terms of R&D output, tangible product/technology, and financial benefits/liability along with details of the collaborating/participating party.

2. The details of collaboration would be assessed by the internal MoU review/evaluation committee for its relevance & benefit/utility to CCMB.

3. After a clearance from review committee & prior to initiating a MoU, a pre-check of the collaborating/participating party would be carried out by the CCMB Nodal person, who shall examine the credentials of the collaborating/participating party in terms of its credibility and other regulatory procedures (wherever applicable).

\*\* In case an interested party/organization sends a note to CSIR-CCMB expressing an interest towards collaboration; the procedure would be as follows: after a clearance by the review committee and necessary pre-checks, a Nodal scientist/ PI would be identified who will initiate an official note sheet (Notesheet) and be responsible for further execution of the collaboration.

4. MoUs would be prepared strictly as per the CSIR and ICMR guidelines (wherever applicable); taking into consideration all issues pertaining to legal binding, financial obligations and IP matters.

5. Once the details of collaboration are decided, PIs need to submit the fully-filled Notesheet (if not already done) for record purposes and subsequent evaluations.

6. MoUs would be evaluated by the internal review committee six monthly for task progress proposed in the MoU and the review committee may decide either ways about continuation of the MoU in question.