

## Application for approval of Positions at OHSU Startup Companies

*OHSU Startup Company, for purposes of this policy, is defined as an entity that meets one or more of the following criteria: 1) Has at least one OHSU employee as a founder; 2) is dependent on rights to OHSU's technology for its formation; 3) has received investment from OHSU.*

*OHSU policy mandates that certain conditions be met in order to hold paid and unpaid positions (excluding Board of Directors, consultancy, Scientific Boards) at OHSU Startup Companies and that compliance with these conditions be reviewed on at least an annual basis. This application serves as the basis for that review.*

**Name of person seeking review:** Click or tap here to enter text.

**OHSU supervisor?** Click or tap here to enter text.

**Date of request:** Click or tap to enter a date.

**Name of Startup Company:** Click or tap here to enter text.

**Company supervisor?** Click or tap here to enter text.

**Link to company website (if any):** Click or tap here to enter text.

### Your role at the company

1. **What is your position and title at the company (e.g., employee; paid or unpaid executive; paid or unpaid consultant, etc.)?**

Click or tap here to enter text.

2. **Describe your specific responsibilities (e.g., role in management, research projects etc.)**

Click or tap here to enter text.

3. **Describe how much time you devote to these responsibilities.**

Click or tap here to enter text.

4. **Have you adjusted your time commitment at OHSU to account for these company responsibilities (reduced FTE, sabbatical, unpaid leave)? If so, describe. If not, why not?**

Click or tap here to enter text.

5. **Summarize the company's overall management structure (how many executives, roles, etc.) and how/whether you are part of that management structure.**

Click or tap here to enter text.

6. **What makes the work you do for the company, and your position there, different and distinct from the work you do to fulfill your roles and responsibilities for OHSU?**

Click or tap here to enter text.

## Rationale to retain company role

1. **Explain why it is important for you to retain your position at the company as that role is currently defined**

Click or tap here to enter text.

2. **Do you anticipate any changes to your role at the company and if so, when.**

Click or tap here to enter text.

## In support of your role at the company

*The purpose of the following questions is to elicit information that speaks to both the distinct natures of your OHSU and your company work, and also to identify any areas of “overlap” that could result in a perception of conflict of interest.*

1. **Company aims:** Describe the company’s business in several sentences or a paragraph.

Click or tap here to enter text.

2. **Space considerations:** Does the company lease space at OHSU or otherwise utilize OHSU resources? If so, what controls are in place to ensure that company work and OHSU work are maintained as distinct and separate efforts and that OHSU resources are not used for company purposes? *Note that OHSU policy requires that any leased space NOT be contiguous to lab or office space assigned to you for your OHSU responsibilities.*

Click or tap here to enter text.

3. **OHSU – Company Business Relationships:**

- a. Do you have decision-making authority at OHSU in purchasing or contracting decisions or are you responsible for operational oversight of any OHSU activities involving this company or its products/technologies? If so, please explain.

Click or tap here to enter text.

- b. Does your company have any unfulfilled obligations to OHSU (e.g., outstanding payments that relate to licensing or other contractual relationships)? If so, explain what they are and your plans to meet those obligations.

Click or tap here to enter text.

4. **OHSU Research:** The purpose of this section is to describe any of your OHSU research that could be broadly perceived to relate to the company’s aims, commercialization plan and/or its research projects. This might include, for example, research that uses a company technology (e.g., as a commercial assay) even if the research aims are unrelated; research that studies a company technology (e.g., to improve or enhance it or to expand its field of use), or basic science seen as preparatory work that might *later* benefit the company.

- a. Are you currently engaged in and/or do you anticipate being involved in OHSU research that fits the above description of being potentially beneficial to the company?

Yes ☐ No ☐

- b. Do you mentor or supervise any students (e.g., Medical, Master's, PhD) or trainees (e.g., post-docs) involved in OHSU research that could be broadly perceived to benefit the company, as described above?

Yes ☐ No ☐

- c. By clicking here, you confirm that all related research is recorded in your eCol project list and that any involvement of students or trainees is described. eCol:

<https://bigbrain.ohsu.edu/coi/>

I confirm: ☐

5. **OHSU personnel, students and trainees who also have a role at the company:** Please complete the table below to account for anyone who works with you at OHSU and/or reports to you and who is also affiliated with the company in any way, paid or unpaid. If no one has dual roles as described, mark here:

☐ *No one reports to me and/or works with me and is also affiliated with the company.*

Name	<u>OHSU</u> Position & Supervisor	<u>Company</u> Position & Supervisor

6. **Would you like to add any comments for the review committee?**

Click or tap here to enter text.

*Please return forms and address any questions to [coir@ohsu.edu](mailto:coir@ohsu.edu)*