

*this form to be completed by each collaborator*

LETTER OF INTENT (LoI) FOR COLLABORATE	
External Funding Program	Research Development and Innovation Authority
Grant Name	
Proposal Title	
KFUPM Lead PI Name & Email	
External Collaborator Name & Email	
Collaborating Institution	

Key terms *(applicable to all collaborating institutions)*

1. KFUPM is a not-for-profit, academic graduate institution in the Kingdom of Saudi Arabia.
2. Research Development and Innovation Authority (RDIA) is an authority established to encouraging and supporting the Research, Development, and Innovation sector, coordinate the activities of institutions and scientific research centers, in addition to proposing policies, legislation, and regulations, and providing sector funding for the Kingdom of Saudi Arabia.
3. KFUPM is submitting a proposal to the Grant Program listed as a KFUPM Lead Investigator to the [Research Development and Innovation Authority](#).
4. This document is considered a statement of intent by the collaborating party to illustrate its interest in becoming a partner in the above mentioned Grant Program. Further information about the Grant Program listed above can be found in the following website: <https://rdia.gov.sa/grants/index.html>.
5. “Partner” is an organization as described in RDIA guidelines which engages in collaboration by offering in-kind contributions or cash support as mutually agreed with KFUPM for the project.
6. “Service Provider” is an organization or individual which is engaged to deliver specific services as outlined in project scope in exchange to cash payment as stipulated and agreed upon by both parties.
7. “Collaborator” is either Partner or Service Provider
8. “Project IP” means all intellectual property generated from the project undertaken as per the grant.
9. This Statement of Intent does not commit either KFUPM or Collaborator to engage in any collaborations should KFUPM not be awarded the Grant listed above, and such engagement will be marked by the acceptance of a negotiated agreement between the parties.

Intellectual property terms *(applicable to all collaborating institutions)*

10. KFUPM will share an agreement template with potential Collaborator at the time an award is made by the RDIA. The general IP terms described below shall apply with more details to be agreed later in such agreement:
 - a) Both Partner and KFUPM shall jointly own Project IP.



- b) KFUPM shall solely own Project IP created, conceived, or reduced to practice by Service Provider. Service Provider hereby assigns its rights in the Project IP to KFUPM.
- c) KFUPM shall have the exclusive right to seek patent protection with respect to the Project IP.
- d) Partner shall have exclusive option to license the Project IP. However, the share of revenue shall be agreed in the agreement to be signed after the award of grant by RDIA.
- e) Each Party grants the other Party a non-exclusive, royalty-free license, without right to sublicense, to its Project IP solely for the other Party’s internal, non-commercial research purposes for the project term.

General Collaborator terms

Please note that each awarded RDIA Grant Program made to KFUPM will require an agreement with the Collaborator. **KFUPM WILL ISSUE SUCH AGREEMENT AND THAT WILL BE THE BASIS FOR ALL NEGOTIATIONS.** ALL agreements are subject to the terms and conditions of the RDIA Grant Programs and such agreement must be executed prior to the start date of the Project. If delays are observed in the execution of the agreements, KFUPM reserves the right to cancel the agreement with the Collaborator.

The payment method to Collaborator, if a budget was allocated under the RDIA Grant Program, will be based on lump sum payments (generally every 6 months) in arrears as per the approved budget and KFUPM payment procedures, and having received corresponding funds from the [Research Development and Innovation Authority](#) .

Statement of work *(applicable to all collaborating institutions)*

Collaborator’s activities and milestones to be undertaken on this Award are summarized below (max 300 words): Please provide an outline (max 300 words) of the Collaborator activities to be undertaken on this project.

This should include a bullet-point list of the proposed tasks and expected milestones/deliverables.

<u>FOR KFUPM PI TO COMPLETE WITH COLLABORATOR</u>
Describe Collaborator’s Scope of Work/ Activities:



COLLABORATOR Workplan:			
Activities:		Year	Quarter
1.		1	2
2.			
3.			
4.			
Deliverables:		Year	Quarter
1.			
2.			
3.			
4.			

If more room is needed, please attach another separate sheet outlining the Activities and Deliverables.

Authorization and compliance (to be completed by each Collaborator)

Collaborator and Authorized Institutional Representative confirm the following:

1. The collaborator is authorized by the institution to apply for RDIA funding and has the capability to conduct the assigned research activities. CPI and Institution have read and the understood the [RDIA Grant Program](#)'s Call For Proposals and Guidelines.
2. All necessary/relevant compliance disclosures and approvals will be obtained by the PI and Institution before the commencement of the RDIA Grant Program's activities
3. That the funds requested, are necessary and allowable costs as per the RDIA Grant Program Guidelines. It is understood that the Proposal and Proposal Budget are subject to review, and adjustments by KFUPM and such modifications and adjustments could impact the amount of RDIA funding that may be received.

Collaborator PI			
Name (Last, First)	Title	Signature	Date
Legal Registered Name of Institution		Telephone	Email
Authorized Institutional Representative at Collaborator Institution			
Name (Last, First)	Title	Signature	Date
Telephone	Email		

Institutional Agreement Negotiator (if different than above)			
Name (Last, First)			
Telephone	Email		