

EU4TECH: Contract Research and Advisory services audit

Introduction to the survey

EU4TECH Western Balkans Project is supporting universities and research institutes who want to increase the amount of 'contract research' and 'advisory services' that they perform for enterprises. Your organisation has been selected to participate in this initial auditing activity. Results will be used in combination with face-to-face discussion sessions to construct a strategic roadmap for your Faculty. You will then be invited to join the Technology Transfer Summer School Workshops in 2018.

We are using a simple survey to collect information on current activities, resources, opportunities and barriers to increased engagement. We will use this to help construct a road map for each participating research unit to help them improve their activities. We have tried to keep this simple so you can respond without having to spend too much time gathering data.

The questionnaire is divided in to 3 short sections.

Part 1: Present base of activities, barriers to increased engagement and tool to enable increased engagement.
Part 2 Professional competencies and research strengths that could be used to generate new research collaborations or consultancies with a commercial partner (Expertise Profiles).
Part 3 Equipment that could be used for commercial testing and training that could be delivered to business (Services for business).

The survey begins by requesting contact information and your preferred type of R&D activities.

Please complete the survey by XX.XX.XX so we can work with your management to analyse the results and construct a roadmap for you.

In you have questions you can contact:

Dr Lisa Cowey MBA
Key Expert for Technology Transfer
EU4TECH Wetern Balkans
Email: l.cowey@t3i.co.uk

Part 1:

1. Your contact details

| | |
|---------------|----------------------|
| Last name | <input type="text"/> |
| First name | <input type="text"/> |
| Organisation | <input type="text"/> |
| Position held | <input type="text"/> |
| Department | <input type="text"/> |
| email | <input type="text"/> |
| Phone | <input type="text"/> |

2. Please indicate the relative frequency of the R&D activities that your group is engaged in. (Frequent = nearly always ongoing; Regular =several a year, predictable and with small gaps; Occasional = a few instances per year but quite spaced apart; Rare = historical instances but sometimes a year or more apart).

| | Frequent | Regular | Occasional | Rarely | Never |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| PUBLIC GRANT ASSISTED RESEARCH (e.g. research purely funded by National Government, EU or donor funding (e.g. GiZ, Bilateral) | <input type="checkbox"/> |
| COLLABORATIVE RESEARCH (e.g. EU FP7, HORIZON2020 where the final results cannot be known at the beginning of the project and companies may be involved). | <input type="checkbox"/> |
| CONTRACT RESEARCH ('ordered research' e.g. carrying out R&D for a company to produce a specific set of results defined by a contract etc.). | <input type="checkbox"/> |
| PROFESSIONAL TRAINING (such as accreditation or industry courses) | <input type="checkbox"/> |
| ADVISORY SERVICES/ CONSULTANCY (e.g. Analysis of data or expert opinion on existing results) | <input type="checkbox"/> |
| TESTING or other SERVICES using specialist Laboratory equipment. | <input type="checkbox"/> |

3. Please indicate the typical profile of present users of contract research / advisory services. If you are not carrying out any such services then please indicate 'not applicable'. (Frequent = nearly always/ ongoing activity; Regular =several a year and predicable; Occasional = a few instances per year but quite spaced apart and hard to predict; Rare = historical instances but sometimes a year or more apart).

| | Frequent | Regular | Occasional | Rare | Never | N/A |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Individual entrepreneurs(pre-start-up or self-employed) | <input type="checkbox"/> |
| Domestic SMEs | <input type="checkbox"/> |
| Large domestic companies | <input type="checkbox"/> |
| Enterprises from the region | <input type="checkbox"/> |
| International enterprises (Including EU) | <input type="checkbox"/> |
| Other public research organisations | <input type="checkbox"/> |
| Government organisations and NGOs | <input type="checkbox"/> |

Other (please specify)

4. How do these contacts with 'customers' typical occur?

| | Frequently | Regularly | Occasionally | Rarely | Never |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Through personal contacts | <input type="checkbox"/> |
| Through a Centre for Technology Transfer, Innovation Centre, Research services Office or other similar designated support unit | <input type="checkbox"/> |
| Through the Chamber of Commerce | <input type="checkbox"/> |
| Through the Ministry of Science or other Government Ministry/ Agency | <input type="checkbox"/> |

Other (please specify)

5. Do you have an online web-presence promoting your research services?

- Yes –we have our own web-page dedicated to research services (**please provide a link in the 'other' text box below**)
- We share a communal page/ site e.g. at University level (**please provide a link in the 'other' text box below**)
- We mention such services as part of the overall Faculty web-site but they do not have a dedicated page
- We do not current have a web-presence for our research services
- Other (please specify) or provide the active web-linkages to online presence

6. Do you have active support to help you find customers for your services?

- Yes – we have our own internal support that helps us to actively market our services to potential customers.
- We share support e.g. from a University level office who helps us to actively market our services to potential customers
- We do not have any designated individual who helps us to actively market our services to potential customers
- Other (please specify)

7. **Admin and Legal support:** Do you have legal and administrative support to help you with legalcontracting and administrating a contract? How well is this working?

- Yes – we have legal and administrative support and this is adequate for our needs
- We have some legal and administrative support but this could be improved (see free text box below)
- We do not have legal and administrative support and this is currently a problem for us.
- We do not have legal and administrative support but this is not presently a problem for us.
- Other (please specify) or indicate how existing support services could be improved

8. **Barriers to increased engagement in contract research/ advisory services.** What are the main barriers to increasing contract research and advisory services (select as many as are applicable to you and indicate how severe a barrier these are).

| | Strongly agree | Agree | Neither agree or disagree | Disagree | Strongly disagree |
|---|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|
| We do not have time to undertake such services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our researchers are not interested in offering contract research and advisory services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| We do not know how to find and contact customers for our services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Domestic SMES cannot adsorb our R&D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Companies cannot afford to pay for R&D services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There are not enough government funding mechanisms to enable contract research to take place (e.g. Innovation Vouchers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our research and testing facilities are out of date so they are not attractive to enterprises | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Our research and testing facilities lack the necessary certification for use by outside groups | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| We do not have sufficient legal support to draft contracts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| We do not have sufficient administrative support to implement contracts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (please specify) | <input type="text"/> | | | | |

9. **Tools to increase engagement.** Do you have any existing alliances and networks that could be used to help you generate more contract research if there as a way to 'unlock' them? What would be the key to unlocking them?

Part 2: Research Group Expertise Profile

Faculties, research groups and individual researchers can promote their expertise and competencies to industry. This can help them to generate contract research or consulting contracts. In this situation it is important to find a balance between emphasising research excellence and promoting usefulness to industry. This can mean being able to clearly describe the overall competencies of a group and to understand which industry sectors value these Competencies.

10. Suggest up to 4 technology keywords that best describe your group's research expertise and that might be used by enterprises to search in a database. (You can find a list of internationally recognised the words at this link http://een.ec.europa.eu/tools/Help/WH/MPUG/Appendices/B_TK/B_TK.htm)

Key word 1:

Key word 2:

Key word 3:

Key word 4

11. Please provide a short summary of your group's research expertise and activities (up to 1500 characters). Include your major research area (e.g. robotics, textile and fashion design, materials testing, thermodynamics, forensic science, industrial engineering, biomechanics, mechanics etc.). Indicate if you undertake applied/ collaborative /industry directed research. If your work has led to **peer reviewed publications** or **patents** then **list the top 3**.

12. List up to 5 techniques, methods and / or assays your group possesses extensive expertise in (e.g. spectrometric analyses, thermoanalytical or other material characterisation methods testing, textile quality control, etc.). Don't list equipment in this section – this is gathered below.

13. Suggest up to 3 industrial sectors you believe could be interested in conducting contract research / advisory services with your Faculty e.g. making use of your facilities and expertise or participating in trainings. (You may find it helpful to consult the official NACE list http://ec.europa.eu/eurostat/statistics-explained/index.php/Business_economy_by_sector_-_NACE_Rev._2)

Sector 1:

Sector 2:

Sector 3:

14. List any other non-industrial sectors who may be interested in using your research results (e.g. Government organisations, Hospitals and similar institutions, Museums; NGOs; other research groups):

15. Part 3: **Services for business:** Equipment, testing and training. Many research groups have specialised equipment and highly trained personnel who can operate it. These groups can offer supervised use of the equipment to companies or routine testing to a particular quality standard. Groups who do not have scientific equipment can often offer specialised training for business. To help EU4TECH to screen potential service offerings please provide the information below. Indicate types of services you would be able to provide to potential research partners / industry clients (multiple answers allowed).

- | | |
|---|---|
| <input type="checkbox"/> Teaching and training (specialized seminars etc.) | <input type="checkbox"/> Prior art and market studies |
| <input type="checkbox"/> Technique / method optimization and testing | <input type="checkbox"/> Project documentation and solutions |
| <input type="checkbox"/> Material characterisation (testing, measurements, various quantitative and / or qualitative analyses including for quality control and monitoring) | <input type="checkbox"/> Technical proposals (designing manufacturing systems etc.) |
| <input type="checkbox"/> Rental/use of specialized equipment | <input type="checkbox"/> Design and manufacturing |
| <input type="checkbox"/> Diagnostics | <input type="checkbox"/> ICT services |
| <input type="checkbox"/> Quality management | <input type="checkbox"/> Other (please specify |
| <input type="checkbox"/> Preparation of environmental or energy related studies | |

16. List any **specific equipment** (other than standard laboratory equipment) that is in your research group's possession and that might be useful to industry for testing or development services (e.g. specific software, server, various spectrometers, microscopes, robotic systems, systems for measuring various physical properties, 3D printers, systems for joining fabrics, tensile strength testers, graphical workstations, cutters for prototypes and patterns, water quality analyzers, yarn strength tester, moisture content infrared balances etc.)

17. State if your research group possesses **any certified method, procedure, service or equipment or any quality management system** (e.g. ISO, ISO / IEC.). If yes, please specify standard or system introduced. If you don't present have such certification etc. but it is planned, please specify the standard or system you want to introduce

Yes: *Please describe below

No

No, but is planned: *please describe below

*Please describe

18. What do you see as the major barriers for your group doing more working for external users that makes use of your specialised equipment, test facilities or training expertise?