

## 4.2 Information guideline for hosting R&D institution

### 4.2.1 IFP objectives relevant to the R&D institution

IFP program is one of the proven good ways for the efficient transfer of knowledge and technology, and commercialization of research results through establishing a long-term partnership between the sponsoring enterprise and R&D institution that hosts the industrial fellow. What is the best way to know the real needs of industry than through the inclusion of their young and promising engineer into the research team, so as to develop his research career and apply the acquired knowledge on specific joint development and innovation projects? In this way, the strategic directions of the development of research institution are directed towards applicative industrial projects. At the same time the results of fundamental research are "impregnated" through the adaptation of new technologies in the industry, development of technological solutions, innovations and patents. If the strategic goal of the academic/research institution is establishing partnerships with the industry, then the IFP is the right way to do this, because even after the IFP with specific fellow is over, the established links remain permanent and in time result in new projects, commercialization of research results, innovation.

### 4.2.2 Benefits for the R&D institution

Thanks to the activation of an industrial fellowship program, the hosting R&D institutions can:

- have fellows that will act for the knowledge and technology transfer from university to sponsor enterprises and provide excellent communication channels between them;
- provide a pipeline of up-to-date, experienced practitioners for innovation of internal audit products, tools, and services;
- reduce investment in overall staffing since the labor costs (salary and consumables) for fellows accepted into the program will be assumed by the sponsoring enterprise for the duration of the fellowship assignment;
- alignment the strategic directions of research to the real needs of industry
- application and verification of fundamental research results through joint development and innovation projects with the sponsoring company within the IFP
- development of a consortium for new projects (national and international)

### 4.2.3 Obligations of hosting R&D institution

In addition to the obligations defined by agreement (see model agreement in Annex 4.5), R&D institution that hosts the industrial student has the following duties and responsibilities, necessary for successful implementation of IFP programme:

- Providing a place and work conditions for fellow and realization of IFP work programme
- Introducing fellows to the relevant regulations and codes of conduct in their institution
- Appointment of an research mentor and preparation of other members of research team for offering training and support to fellows in the realization of IFP activities
- Participate in elaboration of IFP work programme together with IFP coordinator, industrial fellow and representative of sponsor enterprise
- Enable the fellow to access the necessary training/research resources needed for achievement of set objectives of IFP work programme (on-line databases, library, equipment, instrumentation, documentation, software etc.) under condition not to compromise data confidentiality and protection of trade secrets

- Assist the fellow in research career development and to prepare himself the best he can for the research projects and publishing of scientific papers in journals
- Monitor of IFP implementation and fellow's progress, which is to be done by research mentor appointed by the IFP coordinator in consultation with sponsor enterprise
- Consult with sponsor enterprises to assure that IFP programme is responsive to the scientific work-force needs of industry
- Proper administration and review of all related documents (IFP Contracts, Application forms of fellows, Time sheets, Monthly reports, Interim and Final Reports, Certificates, monitoring records, IFP results etc.)

#### 4.2.4 IFP reporting and monitoring

As described in paragraph 3.5 of the programme, progress monitoring will be done on two levels. First, the monitoring of general progress in the implementation and development of the IFP programme at the level of coordinator's institution, in this case CTC centers and local coordinators in the region of Western Balkans. On this occasion, the following will be considered:

- the number of fellowships (both in terms of founded years and number of recipients), compared to average values for other local and foreign academic institutions;
- the variation in the number of fellowships in time;
- the number of industrial fellows;
- the number of industrial and academic projects (national and international) proposals generated by IFP;
- the number of publications and patents generated by IFP collaborations;
- the career development/progress for industrial fellows.

R&D institutions that host the industrial fellow will periodically, at the request of IFP Coordinator, deliver the statistical data by filling out the delivered Questionnaire, so as to get the measurable indicators of general progress of IFP programme, including all the above items.

Second level of control and progress monitoring refers to the individual IFP, that is, progress monitoring and reporting on the agreed IFP work programme and particular industrial fellow. Besides the so-called field monitoring, which is realized by IFP coordinator's visits of fellow in the host R&D institution (minimum 2 visits), and continual monitoring of fellow's progress and realization of training/research activities by research mentors and responsible person of sponsor enterprise, the realization of IFP will be additionally monitored by e-mail communication and fellow reporting. Fellow communicates progresses and issues about activities within the IFP, through regularly Monthly reports and Interim progress report, as well as on as-needed bases. If situations are encountered that significantly delay the study, change the study design or procedures, or change the costs of the research, these issues should be communicated to IFP coordinator, research mentor and sponsor enterprise responsible person as soon as possible.

At the end of the fellowship period, Final report with description of the overall activity will be evaluated on the basis of those scheduled tasks and success indicators defined at the beginning of the specific IFP, that is in IFP work programme. Also, when IFP is successfully completed, a Certificate is issued to the trainees involved (see model in annex 4.7). The certificate includes fellow's personal details, abstract of the performed research and signature of both IFP coordinator and research mentor.