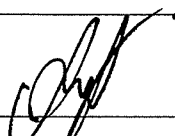





# COMMERCIALISATION

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : (1) Ami Nordin bin Ismail (2) Amir Qayyum bin Che Norrdin (3) Nur Ain Syahirah binti Shamsol Bahrin	Name : Prof. Dr. Ahmad Fadzil bin Ismail
Position : (1) Senior Assistant Director (2) Assistant Director (2) Administrative Assistant	Position : Director Research Management Centre
Date : 02/11/2023	Date : 02/11/2023

## 1.0 OBJECTIVES

- 1.1 To ensure that the commercialisation process is handled accordingly to a specified standard.
- 1.2 To ensure that the application process aligns with the rules and regulations stipulated by IIUM.
- 1.3 To assist our Researchers in planning their IPR commercialisation effectively and achieve their target.

## 2.0 SCOPE

The procedure is used for approval of commercialisation for the registered Intellectual Property of IIUM.

## 3.0 ABBREVIATION (If any)

IIUM	International Islamic University Malaysia
RMC	Research Management Centre
TTO	Technology Transfer Office
KPT	Kementerian Pendidikan Tinggi
Rector	Rector of IIUM
DRRRI	Deputy Rector Responsible Research and Innovation
D	Director
DD	Deputy Director
AD	Assistant Director
AA	Administrative Assistant
MCOM	Memorandum Assessment and Evaluation Committee
LHDN	Lembaga Hasil Dalam Negeri
NDA	Non-Disclosure Agreement
SE	Substantive Examination
SEAR	Substantive Examination Adverse Report
INCC	Innovation and Commercialisation Committee
REC	Research Evaluation Committee
IRB	Inland Revenue Board Malaysia
IPR	Intellectual Property Right
RMSV2	Research Management System Version 2
MyRA	Malaysia Research Assessment
UMC	University Management Committee
URC	University Research Committee

## 4.0 REFERENCES

- 4.1 IIUM Research & Innovation Policy & Guidelines 2020.
- 4.2 Intellectual Property Rights and Commercialisation.
- 4.3 Manual of Financial Policies and Procedures 2019.

## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
Researcher	The process of commercialisation application starts with researchers filling in the Commercialisation Form.
AD	TTO RMC will initiate a discussion with DD (TTO), the Researcher and Collaborator. The collaborator/ Researcher prepares a draft agreement. Note: Commercialisation partner/collaborator can be an industry partner, IIUM Holdings, or a start-up company.
AD	TTO forwards the draft agreement to REC.
AD	The REC will suggest the fees, duration of the agreement, etc.
AD	TTO forwards draft agreements that REC has evaluated to the URC.
AD	Upon agreeing among all parties involved in the commercial discussion, TTO RMC submits to MCOM for endorsement.
AD	Once MCOM has endorsed, the draft agreement will be tabled in the UMC.
AD	Upon approval by UMC, TTO RMC provides a clean agreement to be signed by collaborators and the Rector.
AA	Once TTO RMC receives the signed agreement, TTO RMC processes stamping of the agreement from LHDN.
AD	Prepare a letter of Instruction to issue an invoice for a licensing fee.
AA	Create a physical Collaborator file.



## 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Copies of Commercialisation Form.	5 years	Filing room	AA
2.	Copies of Agreements.	5 years	Filing room	AA

## 7.0 PROCESS FLOW

### Responsibility

### Flow Chart

### Remarks

