

Title: Intellectual Property Committee Operations	*Applicable to: Beaumont Health	Effective Date: 01/12/2018 Last Periodic Review Date: 01/12/2018
Policy Owner: Administrative Director	Document Type: Policy	Functional Area: Research Administration, Research Institute

***For This Document, Beaumont Health Includes:**

Beaumont Corporate Shared Services
 Beaumont Hospital, Dearborn
 Beaumont Hospital, Farmington Hills
 Beaumont Hospital, Grosse Pointe
 Beaumont Hospital, Royal Oak
 Beaumont Hospital, Taylor
 Beaumont Hospital, Trenton
 Beaumont Hospital, Troy
 Beaumont Hospital, Wayne
 Beaumont Medical Group
 Beaumont Pharmacy Solutions
 Post Acute Care

I. PURPOSE:

The purpose of the Intellectual Property (IP) Committee charter is to define the organization and function of the Beaumont Health Intellectual Property committee and to establish procedures for determining membership needs including the addition or removal of members.

II. SCOPE:

This charter applies to the assessment and management of Beaumont owned Intellectual Property and invention disclosures, as detailed in Research Institute policy 101 *Intellectual Property Policy*.

III. POLICY:

The IP Committee charge is to provide guidance to the Research Commercialization department by participating in the merit assessment of high potential new invention disclosures. This includes provision of commercialization and/or protection guidance for the inventions primarily when patenting, licensing or other significant expense bearing protection will be sought. An additional charge of the IP Committee is to make recommendations to further enhance Beaumont commercialization efforts and help communicate the role of the Commercialization department throughout the organization.

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IV. PROCEDURE:

A. IP Committee Membership

There will be a single IP Committee, formulated according to the following criteria:

1. Members will be Beaumont employees and duty-bound to retain IP committee matters Confidential. Core members will include the vice president of Research, director of Commercialization, Office of the General Counsel representative, director of Research Finance Grants and Contracts, and the administrative director of Research.
2. Additional members will represent a variety of clinical, technical and business functions and include clinicians and non-clinicians.
3. Members with IP commercialization experience will be sought. Such experience may include, but not be limited to, involvement with patent protection/technology licensing, previous or ongoing commercial research collaborations, technology startup formation or engagement with venture/seed capital groups or business incubation programs.
4. Guest members may be retained as subject matter experts internal or external to Beaumont, with appropriate Non-disclosure Agreements in place for external parties. A minimal stipend for participation may be offered for external subject matter experts.
5. The IP Committee will be comprised of 10-20 members to ensure adequate participation at each meeting. Members will not be required to take part in each meeting, but as their schedule permits. Participation of five or more members will be required to complete assessment feedback on presented inventions. When necessary, the director of Commercialization may send information on an invention to the Committee via email, and solicit feedback. Any information pertinent to the IP Committee regarding potential IP commercialization obtained outside of a scheduled meeting will be shared at the next full committee meeting.

B. Appointment of Members

IP Committee membership recommendations may be made by the Committee, the director of Commercialization or the vice president of Research, and will be subject to approval of the Research Executive Committee. Recommendations should include a copy of the individual's Curriculum Vitae (CV), résumé and/or other appropriate biographical summary, and a description of experiences or qualifications supporting membership candidacy. Additional supporting materials may be requested. Membership will have no defined term or time limitation on service. The Research Executive Committee may make changes to the membership roster at any time.

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A comprehensive review of the full IP Committee membership will be undertaken by the Research Executive Committee, at approximate two year intervals, to ensure membership needs are being met.

C. Appointment of Chairperson

The director of Commercialization will serve as the chairperson for the IP Committee. The IP Committee will report to the BH Research Executive Committee, through the vice president of Research.

D. Functions of the Committee

Functions of the IP Committee include:

1. Serve as an internal advisory committee to the Commercialization department.
2. Review and evaluate invention disclosure presentations brought to the Committee by the chairperson; review outcomes to recommend pursuit of patent or other IP protection for the invention as is, further development or analysis suggestions to be considered prior to seeking patent or other IP protection, or to release IP rights to the inventor(s).
3. Assist in the triage of the existing Beaumont patent portfolio as deemed necessary.
4. Advise on commercialization and protection strategies for specific inventions e.g., pursue patent protection, retain as trade secret, licensing structure, and target identification, etc.
5. Advise on new sources of innovation at Beaumont and promote Beaumont commercialization efforts both internally and externally.
6. Evaluate and make recommendations on the existing patent portfolio and associated commercialization efforts.
7. Provide recommendations for new IP Committee members.

E. IP Committee Procedure

Committee procedure for new invention assessments will include:

1. Chairperson will arrange for inventions determined to have merit, and for which IP protection expenses such as patent filing may be sought, to be presented to the IP Committee by the inventors.
2. IP Committee will provide feedback to the inventors in the course of their invention presentation.
3. IP Committee will discuss the inventions presented in a closed door session following departure of the inventor.

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4. IP Committee members will complete a template evaluation form for each invention presented and return to the chairperson. Pending final approval of the vice president of Research, Beaumont will pursue appropriate protections for inventions garnering support from the majority of committee members in attendance. The chairperson will formulate path forward plans for specific inventions based on membership feedback at the meeting, in their written evaluations and in coordination with the vice president of Research.
5. Meeting minutes will be taken and distributed at the next scheduled Committee meeting.
6. The chairperson will provide general status updates on other projects.

On occasion, the Commercialization director may need to pursue patent protection or licensing for new inventions forgoing IP Committee review, given urgent timing considerations e.g., a near term publication which could significantly diminish the potential to pursue protection. In such cases, the director of Commercialization and the vice president of Research (or his/her designee) will mutually determine the best path forward with respect to patent protection, licensing or other commercial relationships. The invention will be presented for evaluation, and such review will discuss the mitigating circumstances, at the next IP Committee meeting.

The IP Committee will provide biannual reports to the Research Executive Committee, including:

1. Number of invention disclosures received
2. Number of provisional patent filings
3. Number of non-provisional filings
4. Details of specific license or other key agreements, in process or executed
5. Outside counsel expenses related to patents and patent applications.

V. **ASSOCIATED POLICIES:**

Research Institute Policy 101 *Intellectual Property*
 Research Institute Policy [Commercialization Center Services](#)

CORPORATE AUTHORITY:

Beaumont Health (“BH”) as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., (“Subsidiary Hospitals”) establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals’ workforces are collectively designated as BH workforce throughout BH policies.

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