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***Knowledge Transfer Community to bridge the gap between research, innovation and business creation***

**How the build a Technology Request**

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# Abbreviations:

EC – European Commission

EU – Europe Union

IP - Intellectual Property

IPR - Intellectual Property Rights

HR - Human Resources

KTOs - Knowledge Transfer Offices

TTO – Technology Transfer Office

KTT - Knowledge and Technology Transfer

TTI – Technology Transfer and Innovation

TO – Technology Offer

TR – Technology Request

EoI – Expression of Interest

Table of Contents

[Abbreviations: 2](#_Toc417573785)

[1. Introduction 3](#_Toc417573786)

[2. The possibility to cooperate at international level without grants or other external funds 3](#_Toc417573787)

[3. Technology Request - aim 4](#_Toc417573788)

[4. Rouls to fill in the form 5](#_Toc417573789)

[6. References 6](#_Toc417573790)

# Introduction

Many companies, universities and governmental organizations now have an Office of Technology Transfer (TTO, also known as "Tech Transfer") dedicated to identifying research / knowledge which has potential commercial interest and strategies for how to exploit it.

For instance, a research result may be of scientific and commercial interest, but [patents](http://en.wikipedia.org/wiki/Patent) are normally only issued for practical processes, and so someone—not necessarily the researchers—must come up with a specific practical process.

Another consideration is the commercial value.

Technology (Knowledge) transfer offices may work on behalf of research institutions, governments and even large multinationals. Where start-ups and spin-outs are the clients, commercial fees are sometimes waived in lieu of an equity stake in the business.

As a result of the potential complexity of the technology transfer process, technology transfer organizations are often multidisciplinary, including economists, engineers, lawyers, marketers and scientists. The dynamics of the technology transfer process has attracted attention in its own right, and there are several dedicated societies and journals.

This Deliverable aims develop a Form and a methodology for “Technology Request” with the aim to know better each other, to understand the expertise and experience of the potential partners for business, innovation, knowledge and technology transfer, partnerships for internationals projects.

Using a simple tool, you can practically master the varying demands associated with product innovation.

Solutions from around the world make sure that your projects are no longer stalled. Innovative materials, creative suggestions and proven technology expertise from specialists in every field bring inspiration to your business.

This makes it easy, fast and effective to find the right partner for your needs. Our approach is individually tailored to your needs.

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# The possibility to cooperate at international level without grants or other external funds

Are you looking for with a specific skill? In a cluster? In a particular country? Who speaks a certain language?

Technology Request tool can help you! You can search all Network partners based on the criteria above. There are a large number of areas of expertise to search, from technical skills, finance and funding to intellectual property and partnerships.

**Are you interested in commercializing a new idea, product, service or process?**

**The Network will help you work out how to protect and make the most of your firm’s ideas and technologies. We can also put you in touch with the right organizations and IP experts – saving you time and money.**

The Network provides information and advice on intellectual property. We work closely with specialist organizations that help small businesses to use intellectual property rights to protect and profit from their ideas and innovation. We can also help you to find new markets and export opportunities.

**If you need a certain technology or innovation to complete your business or a business application for your technology, the Network can help.**

Do you have the desire to offer new products, to put your production processes to the test and make them more efficient? But you can hardly find time for your day to day business?

Using a simple tool, the technology request, you can practically master the varying demands associated with product innovation.

We guide you through the entire process, from the task to the solutions, using necessary, well proven steps.

Solutions from around the world make sure that your projects are no longer stalled. Innovative materials, creative suggestions and proven technology expertise from specialists in every field bring inspiration to your business.

This makes it easy, fast and effective to find the right partner for your needs. Our approach is individually tailored to your needs.

We guide you through the entire process, from the task to the solutions, using necessary, well proven steps.

We provide the technology request based on your project and spread it into our network. You decide by means of our modular system, how many people you would like to speak with directly regarding the request.

We compile all the necessary information and shortly after, deliver you a comprehensive technology report, completely customized to your needs.

This winning approach enables you to enter directly into negotiations with your choice of providers.

This allows you to quickly and confidently pursue your goal towards new product innovation.

# Technology Request - aim

If you wish to apply in your company a new technology that you need, or to present your necessity, to solve a problem they have encountered, you should write a Technology Request in order to carry out a technology transfer.

Write a Technology Request, to solve a problem they have encountered, your client needs to find one or several partner(s) who will transfer the technology or know-how needed.

The main focus is on identifying suitable areas of technology early enough and on making low-risk investments by jettisoning other areas or technologies.

A technology request may arise in two situations:

**Your client wants to improve his process or an existing product or needs some help for the development of a new product, or specific expertise for its manufacture**.

The product and/or processes should be briefly described and the targeted prices and production throughput should be given.

* Why does this company want to improve a current process or product?

What is the current technical problem to be solved, what process is to be improved and why?

**Your client wants to broaden the range of his products or services**. In this case, a short description of the client's production facilities and of his marketing department and commercial skills would be useful.

* Include a description of the problem to be solved or technology requested.
* Provide information about the current process / product to improve.
* Clearly specify the technical requirements.

The main focus is on identifying, base on the necessities on your company and technology lines, suitable areas of technology early enough and on making low-risk investments by jettisoning other areas or technologies.

We recommend first to define a strategy and look at the specific technological situation in your company. This includes the analysis of the patent portfolio including adaption quotients and the analysis of the product portfolio including a comparison with the competition.

Base on international experience, we have established three parallel courses of action:

* the active search for new technologies that match the company,
* the rapid exploitation of patents and technologies that are no longer required and
* the active search for technologies from within the global NoGAP network.

We find the fields of technology that suit your company and for you to invest in.

We actively compare your technologies and your products and evaluate the relevant numbers to provide you with information about which of your own fields of technology you could potentially abandon and which patents you could sell to improve your liquidity.

# Rouls to fill in the form

**Title**

The title should be clear and meaningful to a person who is not an expert in the technology or application field, and should enable them to form a picture of the companies or researchers in their region that might be appropriate partners.

**Abstract of the request**

The abstract for a TR should answer the following questions:

* What is the request? Why do you believe it is needed?
* Where (geographically) is it from?
* What sort of organization is offering it?
* What is being offered?
* What can it are used for?
* What are the main advantages?
* What sort of deal is sought?

**Description of the request**

**Description/ Special features.**

Please give a description of the relevant results/ characteristics of the request.

Whenever possible, provide background information or a short introductory text to the technology described and the technological necessities (usually this can be found through an internet search).

Describe the technology, necessities or product, try to indicate clearly the innovation you propose (provide quantitative data if possible).

Clearly establish the potential application of the technology, perhaps considering more than one field. Provide information about the expertise or know-how of the proposer.  Do not include sales promotion of your technology or product.

**Innovative Aspects of the Request**

Describe clearly the innovative aspects of the technology or necessities. Avoid generalities such as best or unique, but try to specify innovation by comparison with prevailing technologies.

**Main advantages of the Request**

Give the main economic benefits of the technology that you request (if possible in a quantitative way), regarding such elements as performance, ease of use, need of specific know-how, or expertise to adopt your technological needs.

What are the anticipated benefits of your request, and who would be positively or negatively impacted by its implementation?

What alternatives to your approach have you considered, and what led you to request this over competing alternatives?

Describe your plans to utilize the technology in your request, how best practices could be shared, and how equipment should be maintained.

**Technology Keywords**

Choose as many keywords as are applicable to the technology or the application. Try to use level 3 keywords, as these are the most specific.

Be aware that a search may be conducted using keywords alone.

**Contact:**

Here you have two options:

1. You are provider of services for the entity that present the TR and you will assist the entity in diverse stages – you insert yours contact data
2. You realize short training and recommendation for the entity that present the TR – you insert the company contact data. From this moment they are on the own route. Can they manage themselves?

At the final, please put you in the role of the partner that you search for this Technology Request and analyze (if necessary improve the content):

* Why to transfer this TR? They give you more expertise? It is relevant? Will add value and benefits to your company?
* Why a company can be interested?
* The technology is real new? Can be it apply in a company?
* The information is enough / well presented to have a decision and commitment to cooperate?

# References

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1. Technology Request – database

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