**Principal Investigator Responsibilities**

**MEMORANDUM Date:**

**From:** [ORTA or Technology Transfer Office Representative]

(Office Code, Name)

**To:** Principal Investigator (PI) Code Number(PI Name)

**Subject:** CRADA Principal Investigator responsibilities

Congratulations! The cooperative research and development agreement (CRADA) between **[Navy Collaborator]** **(NAVY COLLABORATOR Acronym)** and **[Non-Navy Collaborator]** **(NCRADA-CRADA Number)**, was fully executed on **CRADA start date**. This memorandum is forwarded for information as it serves as a reminder of the specific terms of this Agreement as well as your responsibilities as CRADA PI. Please read this entire memo carefully and keep it in your files for future reference.

***[Use the following paragraph if funds are received from the Non-Navy Collaborator to perform this Agreement.]***

If **[Non-Navy Collaborator]** has agreed to provide funding for work to be done by **[Navy Collaborator Acronym]**under the CRADA, you are responsible for monitoring the expenditure of funds received from **[Non-Navy Collaborator]**. Because **[Navy Collaborator Acronym]** is a Navy Working Capital Fund organization, **[Navy Collaborator Acronym]** cannot provide any goods or services until funds have been received, nor can you continue **[Non-Navy Collaborator]** funded work after current received funds have been expended. You are to notify the **[Navy Collaborator Acronym]** ORTA when you are nearing the completion of the expenditure of funds received. The **[Navy Collaborator Acronym]** ORTA will send official notification to the **[Non-Navy Collaborator]** regarding any need for continued funding.

The CRADA PI is responsible for the following, either explicitly or as the representative of **[Navy Collaborator Acronym]** for the purposes of the CRADA:

• Conduct the scientific and technical aspects of the project within **[Navy Collaborator Acronym]** facilities or supervise aspects performed on behalf of **[Navy Collaborator Acronym]** by third parties. (Article 3.1 and Appendix A Statement of Work)

• Supervise **[Navy Collaborator Acronym]** representatives who perform cooperative work at **[Non-Navy Collaborator]’***s* facilities. (Article 3.1)

• Provide interim report(s) of results to the undersigned **(state periodicity)** and, within four months of the termination or expiration of the Agreement, a final report. (Articles 6.1 and 6.2)

• Confer and consult with the **[Non-Navy Collaborator]** prior to any publication or public disclosure of Subject Data to ensure that no Proprietary Information, Government Classified Information, or Controlled Unclassified Information is released and that patent rights are not compromised. (Article 6.3)

• Ensure proper handling and marking of all Data generated or shared. (Article 7.7)

• Ensure the Protection of Data including Classified Information, Controlled Unclassified Information, or otherwise restricted Information. (Article 7.5)

• Confer with **[Non-Navy Collaborator]** on the Delivery and Rights of Subject Data (Article 7.2) and Non-Subject Data (Article 7.3).

• Report to the **[Navy Collaborator Acronym]** ORTA and the Office of Counsel for Intellectual Property **(Organization Code)** any Copyrights by the **[Non-Navy Collaborator]** resulting from the Agreement. (Article 7.13)

• Report to the **[Navy Collaborator Acronym]** ORTA and theOffice of Counsel for Intellectual Property **(Organization Code)** any Subject Invention within 60 days from the date the Subject Invention was made. (Article 7.8.1)

• Return any property, equipment, or other resources purchased or provided by **[Non-Navy Collaborator]** upon expiration or termination of the Agreement. (Article 8.1 - 8.3).

Questions regarding these responsibilities may be forwarded to the undersigned at ***phone number***.

**[Technology Transfer Office or ORTA Representative Name]**

Copy to:

ORTA

PI First Line Supervisor

Intellectual Property Counsel

Security Office