



## Research Collaboration Agreement (Non-Commercial) – Guidelines for Use

### Who can use this template Research Collaboration Agreement (Non-Commercial)?

Two or more MACH Group parties from time to time (see <https://mach.melbourne/about/our-partners/>).

### When should I use the template RCA?

You should use the template RCA for individual research projects that have no particular lead or coordinating party in respect of any research collaboration for which it is used. It accommodates the parties making “Materials” available for research collaborations and for small to medium amounts of funds to be expended by the parties.

However, where more complex collaborations are proposed, especially those involving intellectual property, commercialisation, or head funding agreement terms and conditions, a more detailed and tailored collaboration agreement will likely be more appropriate and the parties should involve their respective legal advisers to assist.

If in doubt, please consult the Legal Office or Office for Research at your institution to discuss whether this agreement is appropriate for your research.

### When should I not use the template RCA?

You should not use the template RCA for research projects that:

- involve any clinical trials
- are complex or form part of a broader, complex collaboration
- could produce IP or involve IP that already has commercial potential
- are governed by head funding agreement terms and conditions (e.g. NHMRC, MRFF, ARC)
- are a straight transfer of materials (such that a Material Transfer Agreement would be more suitable)
- involve one or more parties contributing a medium to large amount of funds

If in doubt, please consult the Legal Office or Office for Research at your institution to discuss whether this agreement is appropriate for your research.

### How do I use the template RCA?

For research projects involving more than two collaborators, all collaborators should be party to a single RCA.

Each time you use the RCA, you must complete:

- the party details on pages 1 and 2
- any editable variables (see e.g. definition of Business Day in clause 1.1)
- the particulars in Schedule 1

The RCA will then be signed off by an authorised signatory for each party who is able to legally bind their organisation. *Please check your own organisation’s processes and who may sign the RCA.*