# Entrepreneur & Ga Tech Employee

If you launch a startup while employed at Georgia Tech, these simple steps will help you and your startup successfully work within your employment agreement. For help, contact Aric Edwards, aric.edwards@oria.gatech.edu

1. Go to https://gatech.service-now.com/home and log in.
2. Search for 'external activity report' using the search bar at the top.
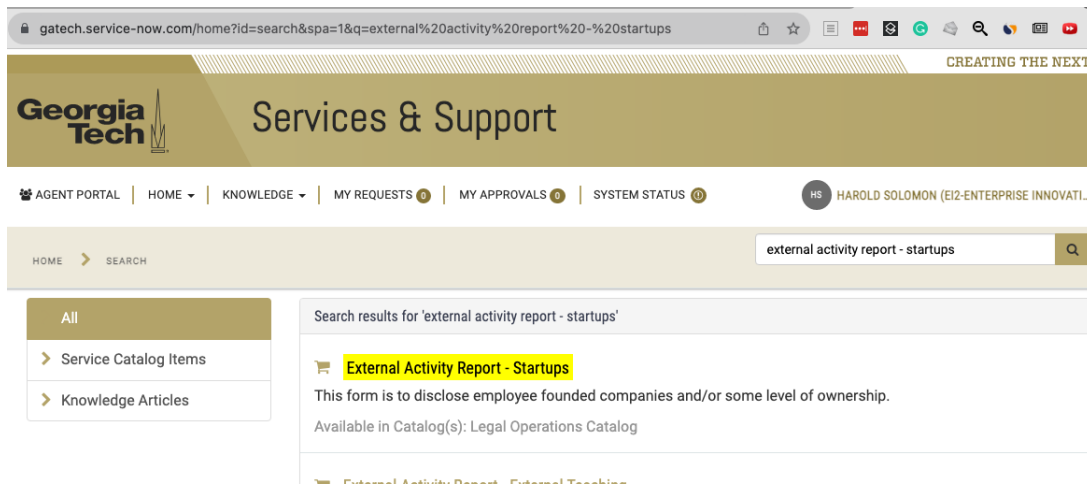
3. Click on "External Activity Report – Startups" – in yellow above - and a simple form will pop up. Have your IRB / IACUC #'s and IP titles & coinventor names ready.
4. Guidance for select sections:
   a. "*Does this Entity receive Federal Funding?*" - answer yes if your startup has Federal funding or if your lab received funding with the startup from the same federal award, such as an STTR.
   b. "*Will any employees/contractors from this Entity be involved with this research?*" – this question assumes you are doing research in the lab for the company and your lab will paid by the company, whether through a contract, grant or as sponsored research (could be both). If your lab has no work relating to the company, the answer is 'No".
   c. "*Do you hold any other type of ownership interest in this Entity*" – answer "Yes" is you have stock, options, or have invested in a convertible note/SAFE in the entity.
   d. "What is your time commitment in days including travel to this entity" – answer i " X days / month" but only include M-F time. Nights and weekends are excluded from this count.
   e. "If you receive Federal Funding, has this Entity reimbursed you…" – this applies if the funding flows through to your lab as with an STTR. This question does not apply if the funding is a grant to your company that does not involve your lab.

5. Once finished, click "Submit".
6. Then a management plan 'letter' will arrive in your inbox for your signature. Or you may have a brief clarifying call with Aric or others on his team. Your management will sign a version of the management plan.
7. The plan will provide boilerplate company disclosure language for your papers and presentations.
8. If you have a student involved in the startup, the management plan will require a co-PI.