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, <u>aric.edwards@oria.gatech.edu</u>

- 1. Go to <u>https://gatech.service-now.com/home</u> and <u>log in</u>.
- 2. Search for 'external activity report' using the search bar at the top.

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- 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.