

GENERAL RESEARCH CONTRACT REQUIREMENTS

I. Inventions and Publications

A. Inventions All inventions whether or not patentable arising from the research in question are to be the property of the L.I.A. unless otherwise agreed to between the parties.

B. Publications None of the research results of the contract in question are to be published or presented at technical meetings unless cleared by the Director of Research of L.I.A. While the L.I.A. has a very liberal policy toward publishing of research results, we feel that it is our prerogative to have such information released in areas where it can be of the greatest benefit to the lead industry. This proposal is to be submitted in _____ copies.

II. Personnel and Capabilities

A paragraph or paragraphs should be included which will list personnel to be assigned to the experimental phase of the project, the supervision which will be provided, the experience and qualifications of professional engineers and/or scientists assigned to the work, the man-year effort to be devoted to the project as proposed - broken down as to professional and sub-professional man-years, the experience of your organization as a whole, in the field, together with a listing of pertinent publications or research which have been done by your organization.

III. Facilities and Special Equipment

Where unique facilities or highly specialized equipment are required for this study, an itemization of this equipment together with a statement of the capabilities of your people in operating such equipment is necessary.

IV. Program

A detailed outline shall be provided for the program and method of attack. Where possible, a time schedule should be included. Where a new product or products are to be evaluated to meet specific markets as defined in the statement of the problem, the procedures for evaluation should be clearly spelled out (i.e., corrosion, analytical, physical properties, etc.)

V. Communications

The contractor is to advise which person will maintain liaison with the Director of Research of L.I.A. to insure adequate communication as to changes in scope, objectives, acceleration or deceleration of the program. The contractor is advised that all instructions as to his performance and the program to be undertaken are to be accepted only from the office of the Director of Research, L.I.A. This is to insure minimum conflict in carrying out the overall program. Should there be any change in assignment of personnel on the part of the contractor, the Director of Research of L.I.A. is to be notified.

It may be advisable from time to time to have responsible personnel of the member companies meet with the personnel conducting the research at the contractor's facilities and review the overall effort. These meetings will be scheduled by the Director of Research of L.I.A., with liaison personnel at the contractor's facilities. If meetings are held at places other than contractor's facilities, an invitation will be extended to the contractor to attend.

VI. Report Procedure

Progress reports will be required on a quarterly basis in general. Should critical phases of the program be reached, it may be necessary to have reports submitted on a month or bi-monthly basis rather than on a quarterly basis. Immediately after the contract is awarded, the contractor shall advise the Director of Research of L.I.A., firm dates when the reports may be expected.

In order to insure that the information generated by our research program is passed on to the member companies, a firm schedule is required.

For progress reports, 50 copies are to be sent to the Director of Research of L.I.A. At the close of each contract year or at the completion of the contract, a detailed final, or summary report, is to be submitted to the Director of Research of L.I.A. in the amount of 100 copies.

Revised: Jan. 25, 1959

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VII. Termination and Extension Clauses

As it may be necessary to terminate or extend the proposed contract, a statement should be included as to what advance notice is to be required for termination. If the contract for the project is not to be renewed at the end of the contract period, a statement should also be included as to the time required for advance notice for renewal or final close of the contract. Ordinarily, a 60 day notice in writing will be provided for cancellation.

The contractor is to advise the Director of Research of L.I.A. as to the desirability of continuing or stopping the work in question. This statement should include an outline of additional work proposed together with the funds which will be needed to carry out the recommended work.

VIII. Sub-Contractors

A statement is to be included as to whether or not any of the program is to be sub-contracted, itemizing the sub-contractor to be selected, work he will carry out, and the need for such work outside of the prime contractor's facilities.

IX. Project Expenses

A. Proposal The proposed bid should include an itemization of costs broken down into personnel, special equipment, overhead and materials. Payment requirements (i.e., monthly, quarterly or annually) should be included. If advance payment is necessary, note should be made of this fact.

B. Payment All bills should be submitted to the Director of Research of L.I.A. for approval for payment.

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