U.S. Army ARDEC
Technology Transfer Partnership Agreement Process

PHASE 1: CONCEPT DEVELOPMENT

1. Identify Technology Transfer Opportunity
2. Identify High-level Partner Objectives, Timelines, Partnering Tool, Resource Requirements, & any Special Issues
3. Competency Director/Manager and Stakeholder Coordination
4. Proceed Yes or No
5. Define Preliminary Statement of Work with Partner and Partnering Agreement POC
6. Prepare preliminary Statement of Work with Partner
7. Begin Project Integration Office Coordination

Tech Transfer Overview Briefing

Planning Guidance and Requirements

ARDEC-06-001 (T2 Customer Charge Policy)

Sample Resource Estimate

Sample SOW

PHASE 2: DRAFT

1. Match Opportunity to Partnering Tool
2. Consult Legal
3. Preliminary Notification to Senior Leadership
4. Draft/Modify Agreement with Resource Requirements

TT Partnering Tools Overview

TT Partnering Tool Details

Partnership Agreement Samples

Sample Partnership Check Sheet

PHASE 3: NEGOTIATE AND REVIEW

1. ARDEC and Partner Management / Legal / Technical Review
2. Formal Negotiation with BIO Lead

(Iterative)

PHASE 4: STAFFING AND SIGNATURE

Staff Internally for Organizational Approvals; Obtain Customer and ARDEC Signatures

TT Approval Authority Guidance

PHASE 5: TECH TRANSFER EXECUTION AND CONTROL

1. Provide oversight of Project Initiation, Planning, Execution and Control IAW Partnership Agreement
2. Receive Customer Funding
3. Execute IAW Partnership Agreement
4. Provide Project Execution and Control Phase oversight to ensure proper measurement and reporting (to include Strategic Workout Session (SWS) on the status and success of the project)

PHASE 8: TECH TRANSFER PROJECT TRANSITION AND CLOSEOUT

1. Evaluate Effectiveness of Partnership
2. Prepare and Publish Final Report; -- (b) Conduct After Action Review; -- (c) Document and Submit Lessons Learned IAW ARDEC 003 LL Procedure
3. Execute Project Transition and Closeout IAW Partnership Agreement

Non-Traditional Customer Survey

Lessons Learned Template

Decision

- *Close-out* → END
- *Transition* → To an Advanced Technology Objective or Program of Record
- *Spin-off* → New Scope / Technology / Partnership
- *Continue* → Extend partnership

Go back to beginning to redraft scope, modify, etc.

Malcolm Baldrige National Quality Award 2007 Award Recipient

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