

FORMATION OF SPIN-OUT COMPANIES PROCEDURE

Section	Research
Contact	Office of AVC Research, Academic & Enterprise
Last Review	October 2014
Next Review	December 2016
Approval	A&R14/51 – December: 3.3.1
Effective Date	October 2014

Step 1. Contact Commercialisation Office

Prepare an outline business proposal with input from Commercialisation Office.

Step 2. Gain approval from Head of Centre and/or Head of Institute/School

The involvement of the staff member in the spin-out company will impact on his or her existing research/teaching/administrative activities, thereby potentially also affecting PBRF measures. The Head of Centre/Institute/School should be comfortable that these issues have been addressed and that the impact on the staff member's activities has been recognised and can be managed effectively within the Centre/Institute/School. The Head of Centre/Institute/School is not asked to comment on any other aspects of the business development plan for the company.

Refer: [Policy on Conflict of Commitment and Interest](#)

Steps 3. Gain approval from College PVC

The PVC needs to address similar issues as in (2) from the College perspective. The PVC is not asked to comment on any other aspects of the business development plan for the company.

Refer: [Policy on Conflict of Commitment and Interest](#)

Step 4. Gain final approval from the Board of Massey Ventures Ltd

Document Management Control:

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