

RECLAMATION

Managing Water in the West

Research & Development Office

Cooperative Research and Development Agreement (CRADA) Guide

Technology Transfer



U.S. Department of the Interior
Bureau of Reclamation

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Cooperative Research and Development Agreement (CRADA) Guide

This CRADA guide provides guidelines for considering to enter into a CRADA, steps to develop and execute, and approval checklist for entering into a CRADA.

For more information, please visit: https://www.usbr.gov/research/technology_transfer/partnerships.html.

CRADA Guidelines

CRADAs may be the appropriate agreement to enter into if the following guidelines are met. These guidelines are obtained from the FTTA, 761 Department Manual 1, and Directives and Standards RES 01-01.

Please check the following as it applies.

- CRADA partners include non-Federal entity or party. Any entity that is not a party of the Federal Government, which may include private sector industrial.
- The scope of work conducted under the CRADA meets Reclamation's mission requirements, policies and procedures, and serve the public interest.
- The CRADA will be used to a) transfer and/or further develop Reclamation's technology, b) conduct research combining Reclamation's and the Partner's intellectual property or technology, or c) perform discovery and development of new and/or improved products and/or services.
- All parties to the CRADA have a mutual interest in the CRADA's objectives and the research.
- All parties to the CRADA will actively participate in the research. Such participation may involve contributions of intellectual input and proprietary information, personnel, equipment, supplies, materials, and facilities. The non-federal partner may also contribute funds.
- Reclamation's commitment of resources to the CRADA and resources/funds received by the Partner to conduct work under the agreement shall not create an expectation or perception of Reclamation endorsing and or purchasing the partner's products and services before, during, or after the term of the agreement.
- Reclamation is not authorized to contribute funds to the Partner.
- Reclamation has some unique, complex, and experimental scientific facilities including equipment and expertise that are not available from the private sector.
- The scope of work conducted under the CRADA is consistent with Reclamation's Research plans. This may involve having to keep the information from the CRADA confidential for up to five years. In addition, Reclamation's researcher(s) may need to go through specific procedures necessary to protect proprietary information (i.e. maintain separate lab notebooks, file invention report, etc.)
- The Chief of R&D Office will determine if publication of open interest announcements for non-Federal partners related to the area of this research will be needed through FedBizOpps or R&D Office Website. This is to conduct due diligence on informing the public about this CRADA but formal competition is not required for CRADAs under the authorities of the FTTA or D&S RES 01-01.
- There are no conflict of interest issues and CRADA technical representatives will adhere to applicable ethics laws and regulations in accordance with 761 DM 1, 1.6 C and Reclamation Manual Policy, Ethics Program (ETH P01).
- Adequate funding exists to complete the scope of work under the CRADA.

Develop and Execute a CRADA

A CRADA generally consists of 1) general provision or legal framework and 2) Statement of Work (SOW) that states the objective, each partner's responsibilities and contributions, and deliverables.

The following steps may be used to develop and execute a CRADA:

- Determine the need for the CRADA using the CRADA guidelines under **CRADA Guidelines**.
- If the CRADA is a go, Reclamation’s researcher should contact the Research and Development Office (R&D) Technology Transfer Coordinator (TTC) to determine next steps.
- Develop Statement of Work (SOW) and negotiate CRADA provisions:
 - The researcher should work with the potential partner to draft a CRADA SOW provided by the TTC.
 - The TTC negotiates CRADA provisions with the potential partner as needed.

CRADA Approval

The final CRADA will go through the approval process under **CRADA Approval**. The approval process takes about 2 to 4 weeks depending on the complexity of the SOW and negotiations or changes made to CRADA provisions.

The approval process is explained in the table below:

Description	Approval/Signatory
Technical Group	Researcher’s Supervisor
	Researcher
Research & Development Office (R&D)	Research Coordinator
	Technology Transfer Coordinator
	Chief, R&D
	Science Advisor
DOI General Counsel	Intellectual Property Solicitor
Conflict of Interest Form	Ethics Officer

More Information

For more information, please contact Samantha Zhang, Technology Transfer Coordinator, Research and Development Office at (303) 445-2126 or email szhang@usbr.gov.