

Activity	Description	Timeline*	Notes
General Office Inquiries	Requests for information	1-3 business days	The EDI office receives numerous requests for information every day. While we will endeavour to respond within one day, when engaged in lengthy matters such as complex contract review or drafting, we may not be able to respond to emails and voice mails right away.
Industry Liaison	Assisting faculty members in locating third party research participants	2 weeks after receipt of sufficient information to enable us to start searching for partners	While we can commit to taking significant steps within the set timeline, we cannot control the activities of external parties. Therefore, actually obtaining suitable research partners may take longer.
Simple Contract	Reviewing, drafting, negotiating, making corrections/suggestions to contracts or legal documents based on established Lakehead University precedent agreements, including NDAs and MTAs	2 weeks after receipt of all required information from researcher.	Faculty member to provide budget, project outline, and information set out in Schedule A of standard draft Lakehead agreements, if applicable, prior to EDI office time lines commencing. While we can commit to taking significant steps within the set timeline, we cannot control the activities of external parties. Therefore, actual finalization of contracts may take longer.
Complex Contract	Reviewing, drafting, negotiating, making corrections/suggestions to contracts or legal agreements based on established Lakehead University precedent agreements, including NDAs and MTAs	3 weeks after receipt of all required information from researcher	Lakehead's lawyer can draft contracts from scratch, however this takes more time than using a precedent that she has previously drafted and vetted through numerous external negotiations. While we can commit to taking significant steps within the set timeline, we cannot control the activities of external parties. Therefore, actual finalization of contracts may take longer.
Commercialization Grant Application Review	Proof of Principle (NSERC I2I, Discovery, CIHR), collaborative research, other grants requiring a commercialization or IP component	Submit draft to EDI office at least 4 weeks before application deadline	The EDI office should be involved in the decision of when and whether to apply for commercialization related grants. Please involve the EDI office as soon as you consider applying for a grant of this type, as we will assist in the grant application drafting.
Invention Review	Review and evaluation of invention disclosures to determine if Lakehead will accept a particular invention file. This can include Prior Art searches, patent searches, and technology evaluation.	2-3 months from receipt of complete and signed invention disclosure form	A great deal of information is required to allow the EDI office to properly evaluate the commercial potential of a new invention or other intellectual property. Inventors are required to complete the invention disclosure form and forward it to the EDI office with all relevant attachments prior to the EDI office time lines commencing. In some cases, more time may be required for review, as we regularly send invention disclosures to external parties (such as CECRs) for assistance, which requires their own timelines.
Commercialization Plan Development	After the EDI office agrees to take on an invention disclosure, we must develop a plan	2 months after execution by the inventors of all required legal documentation	Due to Lakehead's LUFA Collective Agreement and IP Policy, the EDI office cannot move ahead on a commercialization file until the intellectual property ownership and control is assigned. Therefore, the EDI office's timelines do not commence until after execution by all inventors of, at minimum, an evaluation agreement, mutually agreed upon amongst the parties, that sets out revenue sharing, obligations for expenses, and control of the commercialization process moving forward.
Commercialization Plan Implementation	Implementation of the commercialization plan, resulting in potential patents, license agreements, start-up company	This varies depending on individual commercialization plans (ie. 6-12 months).	Implementation of a commercialization plan depends on market conditions, whether the invention/IP is a result of market pull or researcher push, and the availability of financial resources to implement the plan. If a patent application is applied for, the patent timelines will, for the most part, drive the process (1 year time limit for international filing, and subsequent 1.5 year time limit for national phase filings). If a valid commercial outcome is not obtained in time for national phase filings, the EDI office will discuss with inventors the feasibility of continuing.
Special Projects	The EDI office works with community and regional partners on many different types of special projects. These projects fall within the Economic Development pillar of our Strategic Plan, and have various timelines. Some special projects include networking events and workshops in the following areas: community, industry, research, innovation and entrepreneurship.		

****NOTE:** Due to the specialized knowledge required for the above activities, it is sometimes not possible for EDI office staff to fill-in for each other when one is out of the office. Therefore, the above time lines may be extended during office absences by senior EDI office staff (i.e. absences due to vacation, illness, or business related travel).