



## **IAB Approved Policies**

### **Approved by Executive Committee**

The following policies/procedures have been established by the Executive Committee of The Nonwovens Institute (NWI) from time to time. The following was reviewed and approved and amended by the Executive Committee in November 2017.

## **Membership Definition/Privileges:**

### **a. Membership in Kind**

In kind memberships must be approved only by the executive committee

### **b. Membership Classes:**

#### **Full Member I**

- a) Dues \$50,000/year
- b) Selection of one core research project every 3 years (one project running at a time)
- c) 50 points in project voting
- d) Intellectual property rights as per Bylaws
- e) Short course discount
- f) Facility use discount
- g) 3-year commitment in this class required
- h) Access to archives and online education resources

#### **Full Member II**

- a) Dues \$25,000/year
- b) 25 votes in project voting
- c) Intellectual property rights as per Bylaws
- d) Short course discount
- e) Facility use discount
- f) Access to archives and online education resources

#### **Affiliate Member**

- a) Small companies only
- b) Dues \$10,000/year
- c) No proration of dues in year 1
- d) 10 points in project voting
- e) Short course Discount Given
- f) Facility use discount
- g) No access to archives
- h) Intellectual property rights as per Bylaws
- i) Executive committee membership limited to 1 member at any time

#### **Startup Member**

- a) Executive committee approval required
- b) Application must be made within 3 years of incorporation
- c) Membership limited to 2 years in class
- d) Dues \$5,000/year
- e) No proration of dues in year 1
- f) Attend IAB meetings and receive reports
- g) Short course discount Given
- h) 5 votes for new projects

- i) Can present to IAB
- j) No intellectual property rights
- k) No internet access to archives or online education resources
- l) No executive committee participation
- m) No facilities use discounts

### **Emeritus Member**

- a) Must have provided significant contribution to NWI as employee of member company or NWI.
- b) Must be fully retired
- c) No annual fee
- d) Must sign confidentiality agreement
- e) Not entitled to:
  - i. Intellectual property without license
  - ii. IAB voting
- f) Entitled to:
  - i. Free meeting, workshop, seminar, and research symposia attendance

### **Partner Organizations**

- a) Must be a nonprofit, technical and trade organizations that provides significant in-kind benefit to NWI activities.
- b) No annual fee
- c) Link on website, attend IAB meeting and reception, reduced rate for educational courses
- d) Not entitled to:
  - i. Intellectual property
  - ii. IAB voting
  - iii. Reduced lab rates
  - iv. No internet access to archives or online education resources

## **Core Research Projects:**

### **1. Proposal Submission and Review Process:**

- a. Proposals are submitted online and evaluated by members online.
- b. Final review of proposals takes place during the IAB business meeting.
- c. Principal Investigators do not participate in the IAB business meetings.
- d. At the conclusion of the final ballot:
  - Executive Committee will be surveyed by e-mail
  - Committee will advise Center Director which projects to fund

### **2. PI Responsibility Data Sheet:**

- The PI data sheet in Appendix A will be given to all PIs

### **3. Student Internship:**

- If the PI decides to send your student for an internship, the following points below apply:
  - A – The stipend will have to be stopped for the duration of the internship
  - B – NWI must be notified prior to an internship starting and the lead PI must sign off on the internship
  - C – The length of the project cannot be extended. The PI will be responsible for any additional tuitions and fees beyond the allotted time period.

### **4. Placing student on another project at the same time:**

- NWI considers the student to be a full-time employee focusing on their funded project ONLY and their coursework, and therefore, the student must not be placed on additional projects unrelated to the funded project. Doing so can result in the termination of the project.

### **5. Term of Funding:**

- Projects are funded for 3 years - guaranteed for one year and renewed annually for a maximum of 3 years subject to the approval of the IAB. The projects start in August and end the Spring semester at the 3<sup>rd</sup> year of the project.
- The projects are funded on an annual basis. Unspent funds cannot be carried over since we consider these projects to be “cost reimbursable”.
- Funding expires upon graduation of the student. That is, if the student defends in February of the last semester, then the project has essentially ended with the defense. As soon as the dissertation is submitted, the stipend will stop.
- Any extension must be approved by the Executive Committee of the IAB, and this can only happen twice a year at the IAB meetings.

### **6. Custom Core Projects:**

- Full Member I proposes topic to NWI with defined goals, objectives and desired outcomes,
- NWI sends the request to University faculty members
- The interested faculty follow the normal process of preparing proposals with defined objectives, deliverables and milestones as per NWI templates.
- The proposals are discussed with Full Member I and a winning proposal will be selected for funding.

### **7. Disclosure of Intellectual Property:**

- PIs must promptly disclose all intellectual property conceived and actually or constructively reduced to practice in the performance of NWI Core Research to the respective technology commercialization offices at their university.
- NC State PIs must promptly complete and submit Invention Disclosures describing all intellectual property created from the research to NC State University's Office of Technology Commercialization and New Ventures (OTCNV).
- PIs at other Member Universities must let their respective University know of the agreement with NC State and the NWI Bylaws, and submit Invention Disclosures to their University's technology commercialization office.
- The Member University should then inform NC State's OTCNV of the Invention Disclosure.
- In all cases, the PI must also immediately notify NWI about any intellectual property resulting from NWI's Core research programs. NWI will then inform members of the disclosure.
- If a Member is interested in licensing the intellectual property, the Member will negotiate with the Member University processing the Invention Disclosure, i.e., either NC State, or another Member University. For the special case where an NC State PI is a co-inventor together with a PI from another Member University, the two Universities will come to an agreement as to which University will handle the licensing negotiations.

## **Pilot Facilities/Laboratories Policies:**

1. Discounts:
  - a. Full Members
    - i. 15% to 30% discount based on lab use rates
  - b. Affiliate (\$10,000)
    - i. 15% to 30% discount based on lab use rates
    - ii. Limited to 5 days per year in any facility
  - c. Emeritus & Partner Organizations
    - i. No discount

## **Attending Core Project Trials:**

- Only full members are eligible to attend.
- A CDA must be signed by individuals attending
- No samples will be provided, or may be removed from the Trials
- The document in Appendix B must be signed prior to member companies attending core trials

## **In-kind Service/Access to Pilot Facilities:**

No laboratory use consideration will be given for in-kind service

## **Dues Payment Policy**

- Invoice presented in October/November

- Payment due January 31 of the following year
- Member discounts for laboratories suspended January 31 for outstanding membership invoices
- March “Heads Up” letter to nonpaying members
- Web access will be suspended on April 30 for delinquent accounts

## **Cooperative Projects with Other Universities**

- One NWI fellowship per university with 3-year commitment is established at a given time
- 50% cost match or waiver of overhead cost by participating university required
- Project to be selected and reviewed by Executive Committee

## **IAB Meetings**

- Appropriate awards will be made at each IAB to students. Basis for awards is membership evaluations of presentation, discussion and votes

## **Nonwovens Foundation**

- Functions under umbrella of the University foundation
- Funded by up to 10% of membership dues and gifts received per year as approved by Executive Committee annually

## **Administrative Marketing Fund**

- Established November 2008 as gift account
- 10% of annual dues on a recurring basis
- Must be approved by Executive Committee annually

## **Strategic Scientific Advisory Board (SSAB)**

- Committee may allocate up to 30% of core project funds for strategic research topics selected by the SAAB and in consultation with the Executive Committee

## Appendix A

### **PRINCIPAL INVESTIGATOR AND RESEARCH PERSONNEL RESPONSIBILITIES FOR NONWOVENS INSTITUTE-FUNDED PROJECT**

As a Principal Investigator (“PI”) or faculty, staff, student, or post-doctoral scholar under the direction of the PI (collectively “research personnel”) for a Nonwovens Institute (“NWI”)-funded core research project, I acknowledge the below responsibilities and agree to the following:

1. **Project Management.** PIs are responsible for the overall preparation, administration, as well as the technical and fiscal management of the project. These obligations include, but are not limited to, the management of the project within funding limitations, adherence to reporting requirements, and ensuring that NWI is notified regarding a change in project status or significant conditions that may affect the project. While day-to-day operations of the project may be delegated to research personnel, the PI is ultimately responsible and accountable for compliance with federal, state and local laws, applicable institutional policies, and NWI requirements.
2. **Research Integrity.** PIs and their research personnel are expected to follow all institutional policies and procedures that govern research conduct, including those related to the responsible conduct of research and research ethics. PIs are expected to adhere to the highest ethical standards for all research and scholarly work. It is the responsibility of every PI to maintain the integrity of research projects by keeping accurate, permanent, and auditable records of all experimental protocols, data, and findings, and to charge other contributors with the same standards. The PI bears ultimate responsibility for all activities associated with the conduct of a research project, including compliance with ethical principles.
3. **Reporting Requirements.** PI’s must comply with NWI requirements for reporting research results, which include providing two (2) reports per year. Details for such requirements are posted and updated regularly at: <https://thenonwovensinstitute.com/research/faculty-and-principal-investigators/research-review-meetings/>. Failure to comply with the reporting requirements will result in the termination of the project.
4. **Project Term.** Projects must be completed within 24 months for Masters student projects, or 36 months for PhD student projects. Projects shall start in August of each year and terminate as soon as the student has defended his/her thesis or dissertation. Funding for these projects will end on May 15<sup>th</sup> of the final project year (year 2 for Masters and Year 3 for PhD).
5. **Funding.**
  - a. **No Commingling.** NWI funding for the research must not be co-mingled with other funds received from State or Federal sources, or funds received from other industry sponsors. The commingling of funds can result in conflicting obligations to funding sources and may cause the institution to breach the NWI Bylaws and contract terms with sponsors, which can result in liability and/or disbarment from future funding for the PI and the institution.
  - b. **Project Funding.** The project’s funding is only guaranteed for the project’s first year. Continued funding is dependent on the availability of funds and demonstration of sufficient progress. Projects are subject to termination for lack of progress or lack of communication with project industrial advisors about the project’s progress.
6. **Confidentiality.** The PI is responsible for ensuring that all research personnel are aware of and comply with the NWI confidentiality provisions as set forth in its Bylaws.

7. **Conflicts of Interest.** In order to be eligible to receive NWI funding, the PI, and their research personnel, cannot serve on a board or executive position, own equity in, act as a principal of, or serve as a consultant to a company that is involved in activities that are similar in nature, or can derive a benefit from, the PI's research project. PIs must avoid or minimize real or apparent conflicts of interest, including financial conflicts of interest and conflicts of commitment. PIs must ensure that there is no reasonable expectation that the design, conduct, and reporting of the research will be biased by any financial or personal interest of a PI responsible for the research. PIs are responsible for ensuring that any potential conflict related to the PI, or of their research personnel, is reported and managed as required by institutional policy, e.g., including the reporting of any pre-existing intellectual property related to their research project to NWI. Involvement in any of the prohibited activities listed above will result in the project's termination.

8. **Intellectual Property.** NWI's Bylaws provide the Institute's policy and procedures for the ownership, administration, management, and licensing of intellectually property conceived and actually or constructively reduced to practice in the performance of Core Research. Pursuant to these Bylaws, NWI must promptly disclose any intellectual property resulting from Core Research to NWI members. Therefore, PIs must promptly disclose all intellectual property conceived and actually or constructively reduced to practice in the performance of Core Research to the respective technology commercialization offices at their university. The technology commercialization offices will then work with NWI to inform the members of the disclosure

9. **Publications.** Publication of research results in scientific journals is encouraged. However, in order to prevent untimely publication of patentable research, **all proposed publications must be submitted to NWI prior to publication and disclosure for a preliminary review by the IAB.** Submissions will be posted on NWI's internal website for its members notification and review. "Publication" means any written, oral, or other public divulgence of research results, including the public use or sale of an invention based on the research results, to the extent that any such event could bar the availability of patent protection in foreign jurisdictions or trigger the one-year grace period in the U.S. within which a U.S. patent application must be filed.

**I have read the NWI Bylaws and the above responsibilities and understand that I am responsible for complying with the terms and conditions of these documents, in addition to all other policies, regulations and guidelines on the conduct of research at NC State University. I understand that my failure to comply with these terms and conditions may result in the termination of my research project, and may prevent me from receiving future NWI funds.**

**SIGNED:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



## Appendix B – Visitor Participation Agreement

Visitor has requested permission to be present on the North Carolina State University (“NC State”) campus and to visit the NWI Pilot Facilities (“Facility”). As part of the visit, Visitor will oversee a trial at the Facility (the “activity” herein).

Visitor acknowledges that their presence and participation in the activity at the Facility is for their own personal benefit. Visitor acknowledges that they have voluntarily elected to participate the activity at the Facility, and desires to do so at their own risk. Visitor further agrees to assume responsibility for all damages, losses, and personal injury to others that is partially or completely due to their fault.

While at NC State, Visitor understands that they are subject to and will follow all NC State policies, rules and regulations, including those concerning (a) conduct, (b) use of the Facility, (c) environmental safety and health, and (d) intellectual property. There is a safety plan for the Facility, as well as safety instructions, which Visitor agrees to review prior to participating in the activity.

Visitor acknowledges that there are potential risks of injury and even death from participating in the activity at the Facility. Furthermore, Visitor will be responsible for the proper care of all equipment and property used by or entrusted to them. In consideration for being allowed by NC State to use its Facility and participate in the activity, Visitor agrees to assume responsibility for all risks to themselves and their property, and agrees to indemnify and hold harmless NC State, its trustees, officers, employees, and agents from any and all negligence, claims, damages, and liability arising from or related to the Visitor’s activities at the university. Visitor further agrees to accept and assume for themselves, their assigns, executors, and heirs any and all such risks and losses that may occur.

This agreement is given freely in exchange for the valuable learning experience. Visitor acknowledges that they have read and agree to the terms of this Agreement, and understands that this agreement is given in consideration for their participation in the activity.

Visitor Name: \_\_\_\_\_  
[printed name]

Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_