



VADE-MECUM

TO DEVELOP A COLLABORATIVE RESEARCH

Document for researchers,
services, and stakeholders

Unil

UNIL | Université de Lausanne

Interface - Funding for
Collaborative Research

**Document for researchers,
services and stakeholders**

Stakeholders and researchers receive this document at the beginning of the process and during the initial meeting with the Interface support teams, or when establishing a collaboration.

This document helps project partners identify and define the field needs, formulate them in a way that can be addressed through a scientific approach, and initiate a collaborative process. It serves as a guide to ask the essential questions for establishing a fruitful collaboration and a successful research process.

Table of contents

INTERFACE: SUPPORT FUND FOR COLLABORATIVE RESEARCH	4
Framework for collaborative research	5
PRELIMINARY REFLECTIONS TO BE CARRIED OUT INDIVIDUALLY	7
0	
What are your expectations and needs in this collaboration?	7
What would be your availability in the project?	7
What are the research partners' contributions?	7
What form will your collaboration take?	8
What are your constraints in implementing this collaboration	8
Is the project adequately supported within the respective organizations to ensure its smooth progress?	8
What do you want to produce and in what form?	8
MEETING AND SHARING EXPECTATIONS AND OBJECTIVES: FORM AND PURPOSE OF COLLABORATION	9
1	
What motivates your collaboration?	10
What skills do you need to complete your project?	10
What availability do you expect from your project partner and what do you offer in return?	10
PROJECT MANAGEMENT	11
2	
How is project management organized?	11
How do you ensure that the project progresses according to an agreed schedule?	11
What are your constraints in implementing this collaboration?	11
What criteria determine the end of the project?	11
CONTRIBUTIONS AND PROJECT FUNDING	12
3	
What are the research partners' contributions?	12
What project would you need?	12
COMPLIANCE WITH ETHICAL RULES	13
4	
What ethical rules do you need to ensure your projects runs smoothly?	13
Current research framework at UNIL	14
• Academic freedom	14
• Intellectual property	15
• Copyright	16
• Data protection	16
• Declaration of conflicts of interestt	17
EXPLOITATION AND VALORIZATION OF RESULTS	18
5	
Exploitation and valorization of results	18
What do you want to produce and in what form?	18
Who communicates about the project, when, and how?	18
Forms of deliverables	19
Usage modalities of results	19
Current research framework at UNIL	20
• Dissemination and valorization of results	20

INTERFACE: FUNDING FOR COLLABORATIVE RESEARCH

Over the past thirty years, the role of universities has significantly evolved. Their contribution to society now extends beyond teaching and research conducted within their walls. Universities are also committed to making the knowledge and expertise they produce accessible to citizens, which is known as their "third mission". Partnerships and collaborations with stakeholders resulting from this mission help address societal challenges and enrich the practices of scientific research. UNIL has been committed to this path for several years and has integrated such collaborations into its strategic planning. Notably, it has launched pilot projects such as "Vivre ensemble dans l'incertain" in 2007, "Volteface" in 2014 and 2021, "Interact" since 2018, and "Interface" starting in 2024.

These collaborations, whether bi- or multipartite, bring together worlds with different goals and missions. Such an approach requires reciprocal learning, so that the sharing of diverse practices can yield benefits for each research partner, whether in a large-scale project or a Master's thesis.

This document is designed as a guide to help research partners' reflection when they decide to embark on a collaboration. Its objective is to support project partners in creating a common collaborative dynamic, fostering and nurturing exchanges, and adjusting as needed throughout the process to ensure the collaboration satisfies all parties. This document includes a selection of questions that are useful to consider for partnerships involving representatives from the research world and representatives from the public, associative, or private sectors, as well as foundations or NGOs.

This is a first version intended to evolve with accumulated experience. It includes many elements common to any project management but assumes a specific dimension when these projects are carried out in collaboration between university members and civil society actors, highlighting the richness of this approach.

FRAMEWORK FOR COLLABORATIVE RESEARCH

At UNIL, collaborative research refers to any form of research involving at least one UNIL member (student or researcher, and staff) and a stakeholder. Stakeholders can be representatives from a public administration, a company, an association, a foundation, or an NGO.

For stakeholders, engaging in collaborative research can provide access to scientific knowledge. This knowledge offers them the opportunity to better understand their environment, thereby improving professional practices, the quality of certain services, or meet the needs of specific beneficiaries or clients, for example.

For researchers, such collaborative research allows them to put their work at the service of field needs and co-direct innovative research with significant societal impact. Collaborative research also fosters mutual enrichment through the exchange of diverse knowledge and practices, which is often not available in fundamental research.

Collaborative research can take various forms and implement diverse methodological approaches, such as collaborative research, creative or action research, participatory research, or citizen science (non-exhaustive list). In this sense, collaborative research should be able to a) produce knowledge, b) solve a problem or conflict, and c) facilitate the exchange of knowledge.

a) Production of knowledge

Four types of knowledge can be distinguished:

1. Scientific knowledge, which adheres to validation procedures by peers in the academic world.
2. Expertise knowledge, which is aimed at action and decision-making (e.g., risk assessment, product approval, legal evaluation of a situation, etc.).
3. Practical knowledge, which relates to the use of certain devices, procedures, and professional expertise (e.g., software utilization, technical expertise related to urban planning, management techniques, etc.).
4. Experiential knowledge, which is linked to the individual and subjective experience of certain situations (e.g., chronic illness, experience as a user of a social service, experience of a civil servant's experience in conflict with users of a public service, etc.).

The line between these different forms of knowledge can sometimes be difficult to define, as the production of scientific knowledge, for example, may also involve practical and experimental knowledge. In the context of a collaborative research partnership, keeping these four types of knowledge in mind helps to reconcile the criterion of academic excellence (essential for researchers) with those of relevance and social robustness (essential for stakeholders).

Scientific knowledge can be considered "socially robust" if: 1) its validity has been tested both in the laboratory and in the external world; 2) its production involved a wide variety of stakeholders beyond just academic experts: users, residents, patients, concerned groups, etc.; 3) it results from a repeated series of tests and trials aimed at refining it and making it more relevant for all stakeholders.¹

b) Problem/Conflict resolution

Some projects may explicitly aim to solve a specific problem such as a conflict; this type of situation can greatly benefit from the combined mobilization of scientific, practical, and experiential knowledge. The academic environment can provide a neutral space for discussion and scientific input, based on a well-documented approach to the components of a conflictual situation. This foundation allows research partners to have access to resolution tools based on an approach that promotes the mobilization of relevant knowledge. It should be noted that relevant knowledge for problem solving can come from all research partners and not just the university. However, the university can provide the necessary framework for their joint mobilization.

c) Exchange of knowledge

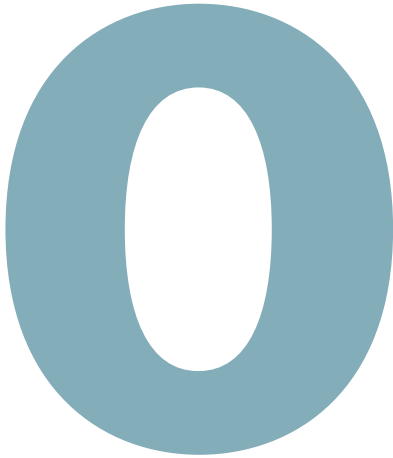
Scientists can provide the conceptual foundation necessary for fulfilling the mission of their stakeholders (for example, in training contexts), while the latter can in turn provide domain expertise in conducting research or in the context of university teaching.

VOCABULARY USED IN THE DOCUMENT

- **Students:** Individuals enrolled at UNIL to engage in educational activities, within a Bachelor's or Master's program.
- **Researchers:** Individuals engaged in research activities at UNIL, having obtained at least a Master's degree.
- **Stakeholders:** Individuals not enrolled and typically not affiliated with UNIL. Stakeholders, field or external partners can be representatives from a public administration, a company, an association, a foundation, or an NGO. The external partner presents a field need to which the research will address.
- **Research partners:** Individuals collaborating in the research project and personally assuming responsibility for it. They are also referred to as co-applicants in the project submission
- **Support team:** The team accompanying researchers and external partners within an project supported by Interface.

¹Adapted Definition from Nowotny H., "Democratising expertise and socially robust knowledge", Science and Public Policy, volume 30, number 3, June 2003, pages 151–156, Beech Tree Publishing, 10 Watford Close, Guildford, Surrey GU1 2EP, England.

PRELIMINARY REFLECTIONS TO BE CARRIED OUT INDIVIDUALLY



Prior to the research partners' meeting, it is essential for each of them to reflect on their expectations and needs, the resources they can provide to the project, and the constraints they must manage.

This initial step allows each party to individually define their contributions and involvement before sharing, discussing, or even negotiating them with their research partner.

WHAT ARE YOUR EXPECTATIONS AND NEEDS IN THIS COLLABORATION?

- What are your objectives?
- What form of collaboration would you like to establish?
- At the end of the project, how will you evaluate whether your expectations have been met?

WHAT WOULD BE YOUR AVAILABILITY IN THE PROJECT?

- Is each research partner firmly committed to ensuring their availability in carrying out the project, for their research partner and the project team?
- What availability do you expect from your project partner, and what do you offer them in return?

WHAT ARE THE RESEARCH PARTNERS' CONTRIBUTIONS?

- What resources do you have? What resources do you expect from your partner?
For example: expertise, time availability, team members who can support the project, data for analysis, financial resources, key contacts, access to software or facilities, etc.
- What knowledge and/or skills can each research partner offer the other?
For example: data analysis, methodological approaches, knowledge of the environment and other partners, institutional anchoring, networking, innovative approaches, etc.
- Are in-kind services or benefits possible?
For example: access to a workspace, access to software, contact with collaborators, participation in internal processes, compensation, coverage of expenses, etc.
- If the stakeholder shares data, how are they processed, analyzed, and stored? Are they personal and/or sensitive data? If so, is a confidentiality agreement required?

WHAT FORM WILL YOUR COLLABORATION TAKE?

- What are the modalities and timeframes for interaction between the research partners throughout the project?
- What would your collaboration ideally look like?

WHAT ARE YOUR CONSTRAINTS IN IMPLEMENTING THIS COLLABORATION?

- What specific deadlines is each research partner subject to? For example: political calendar vs. academic calendar, expert reports, semester schedules, conferences and seminar presentations, end of course or contract, etc.
- Are there any opportunities to seize for the project's implementation and promotion (political calendar, deadlines, funding, events, contacts to expand the scope of the collaboration, etc.)?
- How do these timeframes influence the project?

IS THE PROJECT ADEQUATELY SUPPORTED WITHIN THE RESPECTIVE ORGANIZATIONS TO ENSURE ITS SMOOTH PROGRESS?

- What guarantees can you provide to ensure the project receives all the support it needs?
- Can project partners guarantee the endorsement of their hierarchy, essential for successfully carrying out the project and finding support in case of potential obstacles?
- Is the project sufficiently embedded in the stakeholder's institution to ensure its sustainability and impact?
- Are institutional constraints identified, explained, and acceptable to researchers and the stakeholders?

WHAT DO YOU WANT TO PRODUCE AND IN WHAT FORM?

- What deliverables does the stakeholder wish to receive at the end of the project?
- What are the communication requirements (timing, responsible institution, use of logos, graphic guidelines, available resources, etc.)? Refer to the UNIL Research Framework below for more details on UNIL's communication requirements.

SHARING EXPECTATIONS AND OBJECTIVES: FORM AND PURPOSE OF COLLABORATION



When the potential research partners meet, you will revisit your respective expectations together, the form your project should take, and the outcomes it should lead to. Additionally, each research partner must acknowledge that their respective objectives and expected outcomes may differ. This is not an obstacle if you can clearly articulate them, ensure they are compatible, and find a common path forward. We also recommend that all objectives be explicitly outlined in a document agreed upon by both parties, which can later be formalized into an agreement or contract.

Furthermore, throughout the collaboration, it is normal for the inherent unpredictability and trial-and-error in the scientific process to lead you to reassess, adapt, and renegotiate the structure and objectives of the work. If either research partner is dissatisfied, the support team can be contacted to discuss and readjust the project at any time.

This document will guide your reflections during this meeting stage and help formally establish the collaboration before submitting and launching the project. It is advisable to go through all the questions to determine those relevant to you. They will provide you with discussion points, starting points, and focal points for these exchanges. Additionally, some questions may not apply to you or may be too specific. Some questions have already been proposed in the preliminary individual reflective stage (0). They can now be shared and discussed collaboratively.

WHAT MOTIVATES YOUR COLLABORATION?

- Does the researchers' work effectively address a field need?
- What are the expectations of each research partner in participating in the project?
- Are the project objectives common to all research partners?
- Are there any objectives specific to only one research partner? If so, are they acceptable to the others, especially considering the constraints they may impose on the project (extension of deadlines, excessive resource mobilization, etc.)?

WHAT SKILLS DO YOU NEED TO COMPLETE YOUR PROJECT?

- What knowledge and/or skills can each research partner bring to the other?
For example: data analysis, methodological approaches, knowledge of environment and other partners, institutional anchoring, networking, innovative approaches, etc.
- How is professional expertise distinguished from scientific knowledge and vice versa?
- Who should provide the skills that the research partners do not possess (e.g. expertise from a colleague, insights from other completed projects etc.)? Under what conditions can they contribute to the project?

WHAT AVAILABILITY DO YOU EXPECT FROM YOUR PROJECT PARTNER AND WHAT DO YOU OFFER IN RETURN?

- What level of availability should each research partner commit to in support of the other, including helping them meet their own specific needs (promotion or valorization within their own audience, dissemination and valorization of results, sharing of developed expertise, etc.)?
- How much time (number of working hours/overtime) is required from each side to complete the project?
- Is the collaboration compatible with the respective work schedules?

PROJECT MANAGEMENT

2

A well-defined and explicitly stated governance structure is a key success factor for a project within an interinstitutional collaboration. The ultimate challenge lies in concealing the habits and operational modalities of the research partners.

HOW IS PROJECT MANAGEMENT ORGANIZED?

- What are the communication methods throughout the project (meetings, frequency, channels, objectives, individuals involved, etc.)?
- How are responsibilities distributed? Are there other entities involved in project governance?

HOW DO YOU ENSURE THAT THE PROJECT PROGRESSES ACCORDING TO AN AGREED SCHEDULE?

- Who is responsible for a) setting and b) validating the project milestones?
- Who is responsible for ensuring that these milestones are met? When are these decisions made?
- In the event of necessary adjustments during the project – a common occurrence in research – it is necessary to discuss them collectively among the research partners and possibly inform the support team.

WHAT ARE YOUR CONSTRAINTS IN IMPLEMENTING THIS COLLABORATION?

- What are the specific deadlines that each research partner is subject to?
- For example: political calendar vs academic calendar, expert reports, semester schedules, conferences and presentations in seminars, end of program or contract, etc.
- Are there any opportunities to seize for the realization and valorization of the project?
- For example: political deadlines, funding, events, contacts to expand the scope of collaboration, etc.
- What influence do these deadlines have on the project?
- Are institutional constraints identified, articulated, and acceptable for both the researcher and the stakeholder?

For example: support from hierarchy and institutional anchoring, academic freedom, ethical guidelines (see below).

WHAT CRITERIA DETERMINE THE END OF THE PROJECT?

- If the collaboration extends beyond the initial project, how do you determine that the current collaboration has reached its conclusion? Who decides that the project, and therefore the collaboration, can be closed?
- How do you determine that each party has met their obligations and made their expected contributions?

CONTRIBUTION AND PROJECTS FUNDING

After defining the objective and management of your project, it will be crucial to determine the contributions of each research partner, the resources that need to be mobilized, and under what conditions. A partnership does not necessarily imply equal contributions, especially since the benefits acquired by each party may have different values, which is not a problem as long as everyone benefits.

3

WHAT ARE THE RESEARCH PARTNERS' CONTRIBUTIONS

- What resources does each project partner provide?
- For example: expertise, available time, team members who can support the project, data for analysis, financial resources, key contacts, access to software or facilities, etc.
- Are in-kind benefits or services envisaged?
- For example: access to a workplace, access to software, contact with collaborators, participation in internal processes, compensation, coverage of expenses, etc.
- If the stakeholder shares data, how is it transmitted, processed, analyzed and stored? Does it involve personal and/or sensitive data? If so, is a confidentiality clause required?

WHAT BUDGET WOULD YOU NEED?

- Does the stakeholder finance part of the project?
- What types of expenses will you incur, and how will they be allocated?
- For example: transport, data collection materials, events, compensation for survey participants, printing, technical equipment (dictaphone, camera, etc.), communication, etc.
- Are there any costs the stakeholder would like to cover?

COMPLIANCE WITH ETHICAL RULES

Within the framework of a collaboration, each research partner may be subject to ethical or deontological operating rules specific to their field of activity, which could pose challenges for their partner. For example, a researcher may be interested in data obtained from a census, which a department producing statistics will only be able to provide with considerable restrictions.

Moreover, the principle of academic freedom dictates that the researcher should be able to publish the results of their scientific research, even if the latter counter to the results expected by the stakeholder. It is therefore necessary for each partner to set out the rules to which they are bound in carrying out the collaboration, and if necessary to formalize compliance with these rules in a document signed by all parties involved.

WHAT ETHICAL RULES DO YOU NEED TO FOLLOW TO ENSURE YOUR PROJECT RUNS SMOOTHLY?

- Are the ethical rules to which each research partner is subject clearly articulated and acknowledged by all research partners?
- How are confidentiality and external data protection ensured during and at the end of the project?
- Is the current research framework at UNIL guaranteed (see below)?



CURRENT RESEARCH FRAMEWORK AT UNIL

The research and collaborations carried out at UNIL are subject to a specific legal and institutional framework. This framework ensures the conduct of research, the academic freedom it entails, and a guarantee of reasonable use of data.

The main guidelines of this framework, presented below, will help you formalize the necessary modalities from the outset of your collaboration, while respecting the research conducted and the partners involved.

ACADEMIC FREEDOM

Academic freedom guarantees **the autonomous and independent** conduct of research and its results. It is **guaranteed** for all researchers by the Constitution and the LUL.

LEGAL REFERENCES

Academic freedom is a multi-dimensional concept, essential to the University's missions and activities. This notion is anchored in several references within national law, ranging from the freedom of science in art. 20 of the Federal Constitution to the academic freedom in art. 15 of the Loi de l'Université de Lausanne (LUL) ("Law of the University of Lausanne"). In Switzerland, it is therefore a constitutional freedom. It is also an integral part of the Magna Carta Universitatum signed by UNIL in 1988.

This freedom covers important elements for the entire university community. In particular, it guarantees the necessary independence and autonomy in research, and is generally accompanied by the duty of integrity by providing the indispensable framework for scientific integrity to be effective.

In terms of collaboration, this means, for example, that the independence of UNIL collaborators must be guaranteed contractually, so that results are not subject to any external influence.

INTELLECTUAL PROPERTY

The notion of “intellectual property” encompasses the **productions of the mind**, including inventions, literary and artistic works, designs and models, as well as symbols, names and images used in commerce.

This ownership is protected by law (through patents, copyrights and trademark registrations). The resulting legal recognition enables creators to own their inventions/creations, or to receive a financial benefit for their inventions or creations (WIPO).

LEGAL REFERENCES

Generally speaking, intellectual property belongs to UNIL, except for copyright, which belongs to the researchers. In the case of software, exploitation rights belong to UNIL. **Students own the intellectual property rights to their creations.**

Intellectual property at UNIL is governed by art. 70 to 72 of the LUL.

“With the exception of copyright, the University holds the intellectual property rights to all technical intellectual creations and research results obtained by members of the teaching staff in the course of their activities in the service of the University” (free translation from French).

In the case of a partnership with UNIL, there are no strict institutional rules governing the distribution of intellectual property. This is determined contractually during the establishment of the contract by PACTT or UNIL's legal department, by detailing the project and the parties involved in the project submission form to *Interface*. A contract can then be established by PACTT or the Legal Department according to the needs of the parties involved.

When multiple partners are involved in the creation of intellectual property, a contract must be established to organize this co-ownership, its conditions, and how it will be managed. Once again, it is sufficient to indicate this in the submission form, together with the relevant information.

It should be noted that the above rules may be departed from by contract or agreement.

All UNIL employees are required to report any intellectual property (inventions or software) they create to PACTT. This declaration is submitted via a form available on the PACTT website, which must be sent to the following address: pactt.license@chuv.ch

With a few exceptions, since students are not UNIL employees, intellectual property created as part of their course activities does not belong to UNIL. Therefore, it may be important to secure it by signing a rights assignment contract if, for example, they participate in a UNIL project for which we share results.

COPYRIGHT

In Switzerland, copyright law grants creators of literary, artistic, musical and other works (notably software), **protection and control over the use and dissemination of their creations** (reproduction, distribution, making available to the public, adaptation and public performance). Copyright allows the author to be recognized as such (authorship of the work), **and to oppose any modification that would be prejudicial to their reputation or to the integrity of the work** (moral rights).

LEGAL REFERENCES

The purpose of copyright law is to protect literary and artistic works. Software is also considered a work under Swiss Federal Copyright Law.

Here again, the rules depend on the negotiation of the collaboration contract with the stakeholder. With the exception of federal legislation, LUL rules and institutional policy (Policy on Intellectual Property, November 2015, in the case of collaborations with the CHUV) there are no pre-established rules on the ownership of intellectual property resulting from a collaboration. **Nevertheless, it is important to bear in mind that academic freedom and scientific integrity may require retaining intellectual property rights over research.**

DATA PROTECTION

Data protection refers to the set of measures and practices imposed by law that ensure that **individuals are protected against the improper processing of their personal data**. The law defines who is responsible for processing data, how it is to be collected, to whom it may be transmitted and under what conditions, and when it is to be destroyed or anonymized. It is therefore important to consider the various stages of data processing, including **data collection, recording, storage, processing and transmission, to ensure that data is processed in compliance with the law** throughout its entire life cycle. At UNIL, recommendations on the process of managing personal data can be **consulted on the dedicated website (UNIL, Data Protection)**.

UNIL may process the personal data of its research partner in compliance with the legal framework and by means of appropriate agreements. Please ask your Faculty research respondent or data steward for further information on personal data processing practices

LEGAL REFERENCES

The Data Protection Act protects individuals from having their personal data processed in a way that violates their privacy. This right is enshrined in Article 13 of the Swiss Constitution.

Data processing under the responsibility of UNIL is subject to the law of the canton of Vaud on the Protection of Personal Data (LPrD). Collaborative research projects must meet the legal obligations imposed by the law and follow UNIL's recommendations.

DECLARATION OF CONFLICTS OF INTEREST

A conflict of interest involves a conflict between **the public mission and the private interests of a public official**. In the case of a conflict of interest, the public official has private interests that could unduly influence the way they carry out their duties and responsibilities (OECD).

Any conflict of interest in the context of a project supported by Interface must be disclosed when the project is submitted.

Conflicts of interest concern in particular activities which:

- are in conflict with the interests of UNIL;
- influence or risk influencing the professional and scientific judgment of employees – particularly through private relationships in a professional context;
- would generate financial interests related to research or a project, for themselves or their family members;
- involve any influence from a potential sponsor on the research.

At UNIL, the individual responsible for a research project, as well as their collaborators, must declare conflicts of interest, their financial interests related to the research, and the financial interests of their family members (spouse, children, siblings, as well as the parents and those of the spouse), in accordance with Directive from the Directorate 4.2 on scientific integrity in research and the procedure to follow in case of integrity breach.

LEGAL REFERENCES

Conflicts of interest are regulated by Directive 4.2 on Scientific Integrity in Research and Directive 1.25 on Ancillary Activities. These directives address issues related to financial interests, participations, and conflicts of interest in the context of research and scientific expertise. They define the subjective limitations related to academic freedom in work, research, and integrity, on an institutional level.

PACTT specifically has an obligation to report any conflicts of interest observed during its mission to the steering committee. This obligation stems from the 2009 UNIL-CHUV Council Directive and refers to Directive 1.25 on Ancillary Activities and Directive 4.2 on Scientific Integrity in Research.

EXPLOITATION AND VALORIZATION OF RESULTS

It is crucial not to wait until the results are in, with everyone eager to claim ownership, before defining who will formally be the owner and controller of their dissemination. **These points, which must be formalized at the beginning of the collaboration, relate both to the form and type of products required to achieve the objectives set out in Part 1 of this document, as well as the modalities of communication, valorization, and exploitation of results.** This reflection will also help explore all opportunities offered by the obtained results.

5

WHAT DO YOU WANT TO PRODUCE AND IN WHAT FORM?

- What deliverables does the stakeholder need at the end of the project?
- Are both research partners in agreement regarding the nature and form of the deliverables required to meet the project's common or respective objectives? (refer to the box below)

WHO COMMUNICATES ABOUT THE PROJECT, WHEN AND HOW?

- What are the communication requirements (responsible institution, use of logos, graphic guidelines, available resources, wording, mention of *Interface* and of research partners, etc.)?
- Which channel will be used/preferred to communicate specific types of content?
- Are there any barriers to communication (e.g. confidential data)? Conversely, what are the imperatives and deadlines (political agenda, academic calendar, events, etc.)?
- What would be your needs and necessary resources to carry out this communication?

FORMS OF DELIVERABLES

The production of scientific publications stemming from collaborative research projects is an evident need for researchers at UNIL to ensure valorization. Whenever possible, the analysis of situations and results will be jointly produced by the research partners to ensure the highest "social robustness" and degree of relevance possible.

In addition to such publications, projects supported by *Interface* will often result in deliverables of various forms (concise reports, recommendations, brochures, exhibitions in museum or urban contexts, cultural or scientific mediation, educational material or training, video capsules, conferences, etc.). These deliverables should enable the stakeholder to improve their environment, enhance services for their clients or beneficiaries, or strengthen the implementation of high-quality public policies, among other objectives.

Furthermore, each research partner will, as much as possible, make every effort to transfer the necessary knowledge to their research partner for the subsequent implementation of such a project. The collaboration may also involve establishing a process that will be continued after the collaboration (e.g., citizen consultation protocol, co-design protocol, community health approach, etc.). Projects may also aim at the collaborative design of a prototype to be tested during or after the collaboration (e.g., software prototype, urban signage prototype, sensor prototype for analyzing air pollutants or human activity, qualitative or quantitative indicator prototype, etc.).

This approach aligns with the ideal of collaborative research, which seeks not only the transfer of results but also the exchange and perpetuation of skills and expertise.

USAGE MODALITIES OF RESULTS

Communication: This can involve building public awareness, mobilizing research partners and resources, convincing an audience to support a cause, or promoting the project's ideas to authorities or the general public.

Valorization: This encompasses all activities that make the results of a research project available to relevant social actors and the general public so that they use the findings for their own purposes. Through this transfer, we complement the criteria of academic excellence with criteria of relevance and social robustness.

Exploitation: This involves leveraging the results according to the predetermined objectives. For a researcher, it may involve publishing in a scientific journal or integrating the results into broader research or teaching. For stakeholders, it may involve activating a policy, administrative, or cultural practice supported by the newly developed knowledge.

DISSEMINATION AND VALORIZATION OF RESULTS

CURRENT RESEARCH FRAMEWORK AT UNIL

The results and outputs derived from the collaboration will be communicated, valorized, and exploited. The framework below will allow you to explore all opportunities offered by the obtained results and their valorization, while respecting the research conducted and the partners involved.

Regarding non-scientific publications resulting from collaborative research projects, it is possible to establish **joint validations** by all research partners. The communication conditions must be discussed within the framework of each project and can be contractually formalized. However, a principle of **joint communication prevails**, including joint naming of partners, joint UNIL and stakeholder logos, and *Interface* support for any communication related to the project, directly or indirectly.

LEGAL REFERENCES

To protect the expertise of UNIL collaborators and external partners, implementing confidentiality agreements prior to discussions about a potential collaboration, for example, can also be crucial to prevent the disclosure of confidential information.

Scientific publications (articles, contributions to books, etc.) are reserved. It is important to ensure academic freedom to preserve scientific integrity to the fullest extent. UNIL encourages the scientific publication of results, and embargoes are relatively rare. When applied, they must be reasonable and justified by the circumstances of the project or the results.

Finally, it is essential to alert PACTT in the case of an invention or software before its publication. In some cases, such as when seeking to protect an invention, the publication thereof may prevent any subsequent form of protection and thereby jeopardize the exploitation of the results.

ADDITIONAL INFORMATION

Contact

interface@unil.ch or +41 21 692 20 06

Website

www.unil.ch/interface

Project submissions are done exclusively online via the dedicated platform. This document is subject to change; therefore, please feel free to send us any feedback.

