



President’s Council Guidelines & Protocols

Protocol/Guideline Title: “University Letter of Support for Students/Alumni Projects or Products”		
Responsible Office: Office of the Vice President of Student Affairs		
Date Approved by President’s Council: Click here to enter a date.		
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The following is not official university policy but rather a guideline used to facilitate the internal actions of the University or a particular unit within the University. Guidelines are not binding on the University and may be amended by the University at any time. A guideline, such as the one to follow, does not establish any contractual rights or obligations between the University and any individual.



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Executive Summary

This guideline outlines the process of obtaining a university letter of support for students/alumni who may be developing promising projects or products beyond traditional academic requirements. The letter of support provides credibility to promote their projects/products to investors, apply for patents, use in grant applications, etc., and creates a centralized process for approving such letters.

Related University Policies

Policy 136 *Intellectual Property*

Policy 208 *Outside Vendors/Contractors on Campus*

Policy 241 *University Procurement*

Policy 242 *Solicitation and Award of Procurement Contracts*

Appropriate University Support

For engaged learning experiences that involve project or product development, UVU may provide appropriate access to university knowledge and resources for the purposes of advising, mentoring, and limited consulting and support to students and/or alumni.

UVU may also connect students and/or alumni to potentially beneficial contacts within the educational industry and community.

Letters of Support/Approval Requirements

The University may provide a letter of support signed by appropriate academic units and designated university officials under the following conditions:

- 1) The appropriate college/department or program recommends the project or product as having promise for creating value for intended users, such as commercial customers, target audiences, or other stake holders appropriate for that college, department, or program.
- 2) The Vice President of Student Affairs or designee recommends the project or product as having promise for creating value for intended users with particular focus on the University.
- 3) Any other division of the University that will be impacted recommends the project or product as having promise for creating value for intended users related to that unit.



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- 4) The Intellectual Property Office reviews the proposed project or product development for any intellectual property considerations.
- 5) The Office of General Counsel reviews the proposed project or product development for risk and legal issues.
- 6) President's Council reviews and approves the proposed letter of support.

Required Letter of Support

The letter of support for the approved project or product development must be written using the template that has been approved by the Office of General Counsel and the Contracts Office.

Additional Agreements

Any additional agreements with students/alumni (such as contracts, MOUs, and so forth) must be approved by the Office of General Counsel and the Contracts Office.