Complete Procedure Title: Intellectual Property Related Payments

Policy Number (if applicable):  

Approved by: AVP Administration and CFO

Date of Most Recent Approval: December 2016
Supersedes/Amends Policy dated: N/A

Date of Original Approval(s): December 2016

Enquiries: Accounts Payable
McMaster Industry Liaison Office

Responsible Executive: AVP Administration and CFO

DISCLAIMER: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

PREAMBLE:

The following procedures are in connection with the University’s Joint Intellectual Property Policy (https://milo.mcmaster.ca/policies/joint_ip_policy).

PROCEEDURES:

There are three types of payments that are anticipated to be made:

1) Payments to individuals or estates
2) Payments to businesses or corporations
3) Payments to hospitals (e.g. Hamilton Health Sciences or St. Joseph’s Healthcare)

The attached Appendix A provides, in an illustrative format, the guidelines related to payments to either individuals, estates, corporations or hospitals. **If a particular fact pattern does not clearly fall into this flowchart or is not contemplated therein, please contact Financial Services for assistance.**
Appendix A - Flowchart

START

Is the payment being requested to be made to an individual or an estate?

Yes

Is the individual currently an employee?

Yes

Review commercialization agreement for declared HST status

No

In the recipient registered for GST / HST?

Yes

Payment to be made to an individual via a HR Special Payment Form - Via AP

No

Payment to be made to an individual via a HR Special Payment Form - Via non-PO Voucher to AP

Is the recipient registered for GST / HST?

Yes

Payment to be made via a Supplier Payment Form - Via non-PO Voucher to AP

No

Review commercialization agreement for declared HST status

In the payment being requested to be made to a corporation?

Yes

In the payment being made to a hospital in connection with a collaborative effort?

Yes

Contact Financial Services for assistance.

No

Is the payment being requested to be made to a corporation?

Yes

Is the individual currently an employee?

Yes

Review commercialization agreement for declared HST status

No

In the recipient registered for GST / HST?

Yes

Payment to be made to an individual via a HR Special Payment Form - Via AP

Note 1:
This flowchart is prepared on the basis that the commercialization of intellectual property generated by research activities is not specifically addressed as part of the researcher’s employment contract. If the facts of the case are not congruent with the above, please contact Financial Services for assistance.

This flowchart is based on collaboration with external consultants. Related documentation can be found in the office of the Director of Finance or MILO.

T4A produced (Box 48) - Via AP

Taxes Applicable: HST Only

Payment to be made to an individual via a HR Special Payment Form - Via AP

T4A produced (Box 48) - Via HR

Taxes Applicable: None

Payment to be made to an individual via a HR Special Payment Form - Via HR

T4A produced (Box 48) - via HR

Taxes Applicable: None

Payment to be made via a Supplier Payment Form - Via non-PO Voucher to AP

T4A produced (Box 48) - Via AP

Taxes Applicable: None

Payment to be made via a Supplier Payment Form - Via non-PO Voucher to AP

T4A produced (Box 48) - via HR

Taxes Applicable: None

Payment to be made via a Supplier Payment Form - Via non-PO Voucher to AP