



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



NATIONAL INTELLECTUAL PROPERTY
MANAGEMENT OFFICE

An initiative of the Department of Science and Technology

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NIPMO NOTICE:

CALL FOR FULL COST SUBMISSIONS – DEADLINE **18 FEBRUARY 2022**

1. INTRODUCTION

All institutional approved indirect cost recovery rates (ICRRs) for the **2020/21** period will be expiring **on 30 April 2022**.

Institutions are therefore required to submit new full cost calculations to the National Intellectual Property Management Office (NIPMO) **by no later than 18 February 2022** for consideration and approval.

2. LEGISLATIVE MANDATE

According to Regulation 16(1)(a) of the Intellectual Property Rights from Publicly Financed Research and Development Act (IPR Act) each institution must submit every 2 years “*formulae for calculation of its applicable direct costs and indirect costs of undertaking research and development*” as provided for in NIPMO Guidelines.

As such, please find attached an updated **Guideline 5.2 of 2021** which provide guidance on the calculation of determining the full cost of R&D as well as (previously published) **NIPMO Interpretation Note 13** that addresses some of the most frequently asked full cost questions.

3. MINIMUM REQUIREMENTS OF SUBMISSION

As set out in the attached Guideline, submissions of the full cost of R&D by all publicly funded R&D institutions, have to comply various minimum requirements which can be summarised as follow (*please refer to Guideline 5.2 (paragraph 3) for more detail*):

- a) A methodology setting out a formula or structured approach for determining the full cost of R&D including the rationale and method for determining an ICRR or ICRRs. The methodology followed will be regarded as a Form IP9 and institutions are therefore **not** required to submit an IP9 Form.
- b) An extract of source data used in calculations.
- c) An accompanying statement signed by the institution's CFO attesting to the accuracy of the calculations providing confirmation that i) no pricing factors or contingency provisions were used, ii) the definitions as set out in the Guideline were applied in the calculations and iii) that the amounts in calculations were derived from the most recent audited annual financial statements. Institutions to further include the year of the annual financial statements used as part of the submission to NIPMO.

To Note: The full submission to NIPMO is **to be accompanied by a letter from the institution, signed by its CEO or Vice Chancellor**, as appropriate.

4. WORKSHOP

There will be no formal full cost training workshop and NIPMO will only conduct training upon request by an institution. We therefore request institutions to go through the attached documents (updated **Guideline 5.2 of 2021** and **NIN 13**) and submit such request for training prior to 1 December 2021. A suitable date will be arranged with the institution/s.

5. DATE FOR SUBMISSION

All submissions are to be sent to NIPMO through the knowledge information management (KIM) system. Please see the link: <https://www.kim.nipmo.za> For access/login details to the system please contact the Office of Technology Transfer (OTT) within your institution.

Please direct any other enquiries or questions to Ms Naomi Ngoasheng (Deputy Director: IP Specialist) at: Naomi.Ngoasheng@nipmo.org.za and copying Ms Jetane Charsley (Director: Regulatory and Compliance) at: Jetane.Charsley@nipmo.org.za.

We look forward to receiving the full cost calculations in line with the requirements as set out in **Guideline 5. 2 of 2021 by no later than 18 February 2022.**

Kind regards



Paballo Phiri
Acting Head: NIPMO
Date: 09 September 2021