

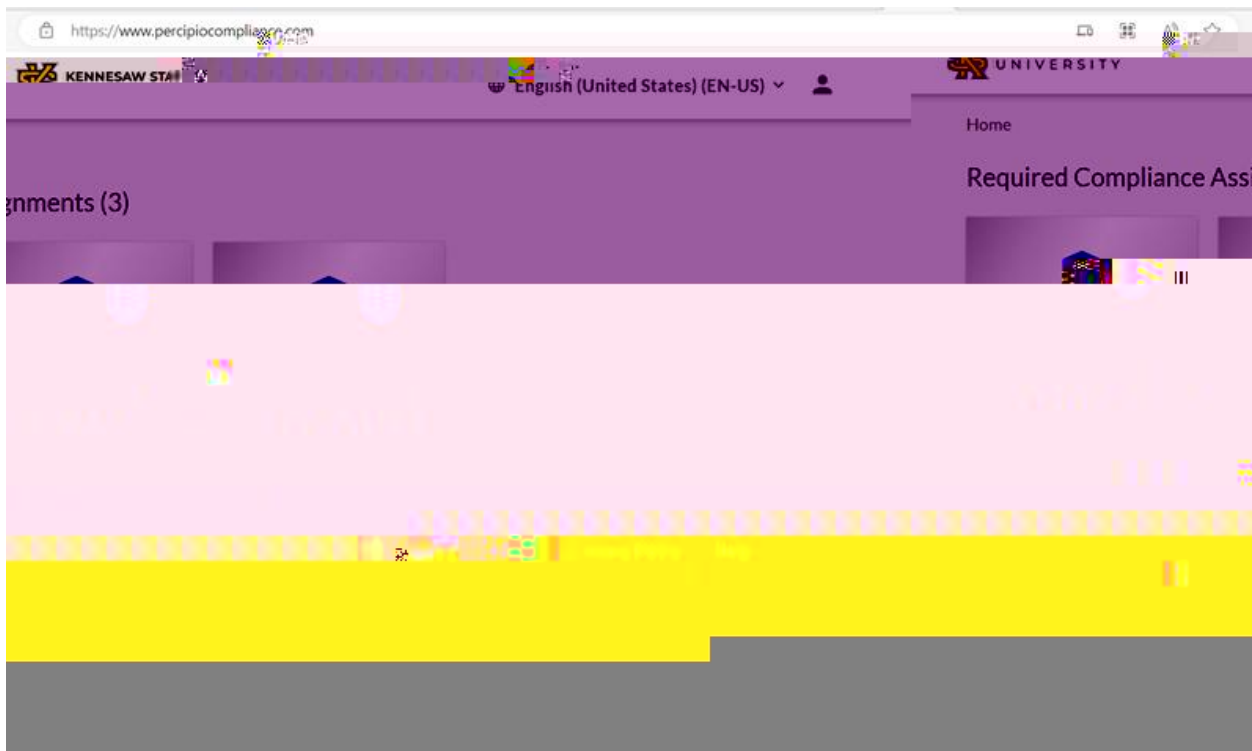
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This guide is designed to help you understand and engage with the operational procedures at Kennesaw State University, specifically within the College of Computing and Software Engineering (CCSE). It will equip you with the necessary insights to ensure smooth and productive procedures.

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Everyone is required to complete the training assigned in the KSU training system by the specified deadlines.

1. Please monitor your email for notifications of new training assignments.
2. Please check [Percipio Assignments](#)
3. Please pay special attention to [Percipio Compliance](#). It is your responsibility to complete this training before the due date.



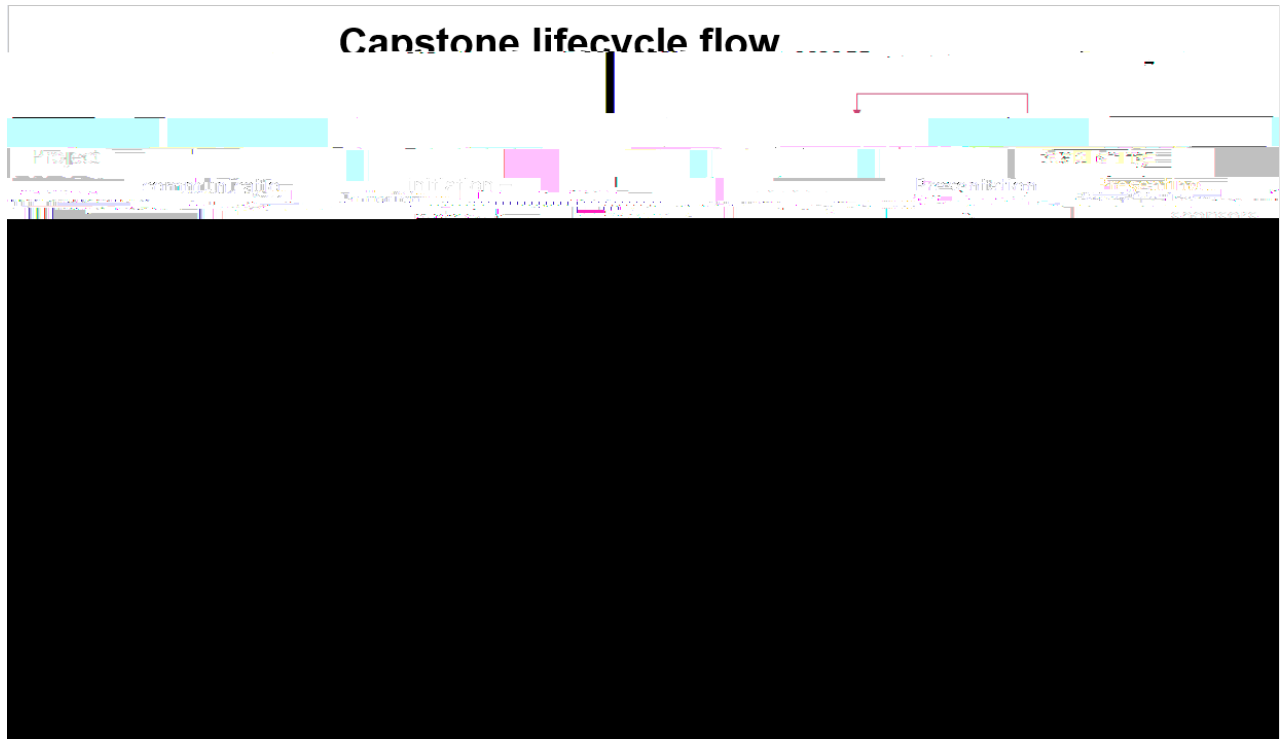
Please find additional information in [Board of Regents Policy Manual | Overview | University System of Georgia \(usg.edu\)](#)

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This information is relevant for capstone professors and other faculty/staff members who want to initiate or help their connections to initiate a capstone project. There is a lot of paperwork involved, from student NDAs to creating marketing materials to promote this project to students. Please reach out to

the Director of Partnerships and Engagements at the start of your process to help you to navigate the process, use existing resources and prevent common errors.

This is the basic capstone flow:



If you would like to sponsor a project or you were approached by KSU/non-KSU party who wants to sponsor a project, ALWAYS connect with Alla Kemelmakher at akemelma@kennesaw.edu for the project initiation and paperwork handling.

Intellectual Property Policy: [Intellectual Property Development \(kennesaw.edu\)](#)

Conflict of Interest Policy: [Conflict of Interest - Research Compliance \(kennesaw.edu\)](#)

Data Security Policy: [Data Security - Research Compliance | KSU \(kennesaw.edu\)](#)

KSU Legal: [Division of Legal Affairs | Kennesaw State University](#)

Legal Contract Management: [Contracts - Division of Legal Affairs \(kennesaw.edu\)](#)

Available training [Percipio Video Intellectual Property \(IP\)](#)

Useful IP policies link: [Intellectual Property Development \(kennesaw.edu\)](#)

[Staff Directory - Intellectual Property Development \(kennesaw.edu\)](#)

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This brief presentation provides information about “contracts”: [PowerPoint Presentation \(kennesaw.edu\)](#). As indicated in this document, contracts are “any legally enforceable agreement between two or more parties”.

- May not necessarily have the title “contract”
- Contracts include, but are not limited to:
 - Letters of Agreement
 - Lecture or Performance Agreements
 - Licenses
 - Memoranda of Understanding
 - Invoices or Quotes with Terms and Conditions
 - Agreements between Kennesaw State University Foundation, Kennesaw State University Research and Services Foundation, Kennesaw State University Athletic Association and any other entity associated with Kennesaw State University

When it comes to external engagements for college faculty, especially with industry partners, several policies are applicable to ensure smooth collaboration and adherence to ethical and legal standards. Here are some key policies and references to ensure our academic heroes navigate this terrain with finesse and integrity:

What is conflict of interest?

[Percipio Compliance](#)

To submit a request to engage in an outside activity, or to disclose a conflict of interest, please access the Outside Activities and Conflicts of Interest Dashboard in [OwExpress](#).

More materials can be found in Office of Research website, as well as Intellectual Property Development, such as:

Intellectual property Policy: [Intellectual Property Development \(kennesaw.edu\)](#)

Conflict of Interest Policy: [Conflict of Interest - Research Compliance \(kennesaw.edu\)](#)

Conflict of interest training: [Conflict of Interest - General - Management of Contracts & Agreements Training & Compliance \(usg.edu\)](#)

Data Security Policy: [Data Security - Research Compliance | KSU \(kennesaw.edu\)](#)

KSU Legal: [Division of Legal Affairs | Kennesaw State University](#)

Legal Contract Management and Non-disclosure Agreement (NDA): [Contracts - Division of Legal Affairs \(kennesaw.edu\)](#)

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Faculty searches <https://www.kennesaw.edu/faculty-affairs/hiring-policies/index.php>

Staff searches <https://www.kennesaw.edu/human-resources/careers/talent-acquisition/index.php>

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