Checklist for the initial meeting between the founding team and the research institution

This checklist is designed to provide a structured basis for the discussions between the founding team and the research institution and to ensure a smooth process.

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1. Information on the Founding Team

a. Who are the team members?
b. Is your start-up linked to a specific chair, department, or research area? If so, which one?
c. Who in your team should be given the role of leadership or power of representation (e.g. CEO, CFO)?
d. When is the company planned to be founded?
e. What is the name of the company?
f. Which advisors from the research institution are supporting your start-up project?
g. Do you have external support for your start-up project (e.g. a mentor)? If so, please name them.

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2. Identification of Required Technology

Please list all relevant intellectual property (IP) needed for your start-up project, including:

a. Invention disclosures
b. Patent applications
c. Software
d. Materials
e. Know-how
f. Data/databases

If know-how is required, please describe it in detail. Ensure that you contact the responsible technology transfer office of the research institution in a timely manner to facilitate efficient clarification and evaluation.

Every required IP must be assessed for transferability and determined to be "licensable."

Particularly for software, the evaluation process can be extensive and should be initiated at an early stage.

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3. Public Funding

Are there any public funding providers supporting your start-up project? If so, please specify.

Based on: https://www.forte.tum.de/fileadmin/w00bgt/www/Patent-_und_Lizenzbuero/Fast_Track/TUM_IP_Fast-Track_Checkliste_DE.pdf

4. Business Plan/Financial Plan

Please submit a business plan or financial plan. An initial draft that you have already prepared for potential investors is sufficient.

Based on: https://www.forte.tum.de/fileadmin/w00bgt/www/Patent-_und_Lizenzbuero/Fast_Track/TUM_IP_Fast-Track_Checkliste_DE.pdf