



REGISTERED TECHNOLOGY TRANSFER PROFESSIONAL

What you need to know...

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Contents

.....	1
Congratulations!	3
1. What is ATTP?	3
2. What is RTTP?	3
3. RTTP Routes	4
3.1. Candidate RTTP	4
3.1.1. How do I become a Candidate RTTP?	4
3.1.2. Applying for Candidate RTTP status	5
3.2. Full RTTP Status	5
3.2.1. How can I achieve full RTTP status?	5
3.2.2. Describing Skills and Achievements:	7
4. The RTTP Application	9
4.1. RTTP Application Fees:	9
4.2. RTTP Application Process:	9
4.3. Helpful hints for a successful RTTP application:	9
More sources of information	11
Growing the TT profession in Southern Africa	11
A few last words...	12
Acknowledgements	12

Congratulations!



When you read this, you are probably contemplating becoming a Registered Technology Transfer Professional. This shows that you are committed to your profession and you are serious about performing at a level that meets world class standards.

This article aims to help you with your journey to become an RTTP and you will find useful information and tips here.

We will kick off with some background information to place the RTTP process into context:

1. What is ATTP?



The **Alliance of Technology Transfer Professionals (ATTP)** is an international alliance of twelve knowledge and technology transfer associations

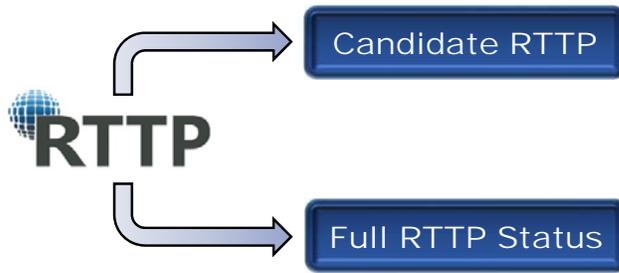
- the founding ATTP associations are: ASTP-Proton, AUTM, KCA and PraxisAuril
- the associations that subsequently joined are: ISTA, Redtransfer, SNITTS, SARIMA, STEM, TechnologieAllianz, UNITT and ÜSiMP.
- Registered Technology Transfer Professional (**RTTP**) accreditation is ATTP's main product.
- ATTP's mission is to promote and maintain suitable global standards in knowledge and technology transfer, and it does this via the RTTP designation, which is the international professional standard for knowledge transfer and commercialization practitioners working in universities, industry and government labs.

2. What is RTTP?

Registered Technology Transfer Professional (RTTP) is the internationally recognised framework that sets the standard for Technology Transfer (**TT**) practitioners.

- RTTP is the professionalization of technology transfer as a career and it offers TT practitioners recognition for reaching a peer evaluated professional level in their career.
- RTTP also denotes an individual's commitment to professional development and personal excellence and recognizes achievement of world class standards in job execution in the technology transfer field.
- RTTP reflects competence. This international designation shows employers, colleagues and partners that you have demonstrated the core competencies necessary to work effectively in the field of technology transfer and have sufficient experience to add significant value based on a recognized track record.

3. RTTP Routes



3.1. Candidate RTTP

'Candidate RTTP' designation is for **new entrants in the profession** who are intending to apply for full RTTP status once they have been in the TT profession for at least three years (the minimum time required) and can demonstrate the necessary criteria (training, track-record, Achievement Overview) for full RTTP status.

- The Candidate RTTP status has been introduced largely at the request of the Member Associations who wanted a way of identifying and communicating with those who have begun their training with RTTP in mind.
- The Associations will now be able to see who the Candidates are and offer further support (e.g. mentoring, career pathway).

3.1.1. How do I become a Candidate RTTP?

- Candidate RTTP is an initiative to enable new entrants to the TT profession to put their hands up to show that they are serious about their new career and aspire to meet the highest standards in order to achieve full RTTP status.
- This signals that they are committed to follow a route towards full RTTP status that involves the necessary training and development, as well as the practical side of applying this knowledge and skills in the profession.
- Once approved, they may use the designation 'Candidate RTTP' after their name.
- Aspiring Candidate RTTP's can apply to ATTP after they have spent at least 6 months in their TT position. By this time, the aspiring Candidate and their manager and/or the director of the office, will be able to judge whether the Candidate fits the profile of a technology transfer practitioner and whether they are truly committed to achieving the necessary knowledge, skills and experience to become an RTTP.
- To become a Candidate RTTP, an individual is expected to meet three requirements relevant **experience, skills, and achievement** as a TT practitioner that demonstrates that the Candidate is operating at a level that meets the highest standards.
- All three requirements can be demonstrated by completing the application forms. Let's look at the application process:

3.1.2. Applying for Candidate RTTP status

The Online Registration form (<http://attp.info/register/>) contains two main sections:

i. **Career Aspiration Plan:**

An achievable and realistic career pathway developed jointly by the Candidate and their line manager, and must contain the following sections:

- Current career setting and relevant experience of the candidate;
- An achievable planned career path of the candidate;
- The training/development available to and required by the candidate to achieve their career aspirations, preferably including ATTP or member organisation accredited courses; and/or
- Mentoring required or a suitable mentor identified to support the Candidate to achieve their career aspiration.

ii. **TTO Director's Confirmation:**

Through a brief, signed statement attesting that:

- The completed application documents uploaded, accurately reflect the Candidate's TT role and experience.
- The Line Manager or Director supports the Candidate's aspiration to attain RTTP status and will provide the necessary mentoring and/or skills development designed to assist them in meeting their career goals.
- The Candidate has developed an achievable and realistic Career Aspiration Plan in consultation with their Line Manager/Supervisor.

3.2. Full RTTP Status

'**Full RTTP status**' is for **established TT professionals** who have demonstrated that they possess the core competencies needed to work effectively in the profession and have an established track record.

3.2.1. How can I achieve full RTTP status?

As with the Candidate RTTP status, an aspiring TT practitioner must meet three requirements, demonstrating:

- sufficient experience,
- required skills, and
- proof that you have applied your knowledge and skills to lead a complex TT project

The level of demonstration that you meet these requirements is at a far higher level than is required for Candidate RTTP's.

The following details what is expected of you for each of these three requirements and what you need to keep in mind regarding the minimum application criteria when you complete your application forms:

Experience:

- have at least 3 years working in technology transfer or a similar field – demonstrated by submitting your CV which outlines your experience in the field.
- be a member of an Alliance Organisation. In Southern Africa that means that you must be a member of SARIMA.

Skills:

- demonstrate acquired key skills required to be effective and to perform your role independently as a TT practitioner, demonstrated by **EITHER**:
 - a) **60 RTTP CE points achieved** in accredited TT training programmes made up as follows:
 - **Face-to-Face training** (minimum 30 points, no maximum)
 - Examples: Training courses, Masterclasses, Workshops
 - **Attending Association Conferences** (maximum 30 points, no minimum)
 - Examples: In-person attendance at Conferences, Annual Meetings of ATP Member Associations, Regional AUTM Meetings
 - **Live Online / Hybrid Training** (maximum 15 points, no minimum)
 - Examples: Webinars, Online panel discussions, Live online courses with trainer(s), Pre-recorded training sessions with subsequent live online or face-to-face discussions of key concepts (NB: pre-recorded training with non-participatory webinars are not acceptable)

OR

- b) **At least two of the following**:
 - **A list of your professional qualifications** attained, or **relevant courses** attended that have assisted you to achieve the RTTP core competencies.
 - name of the training/awarding body or bodies should be provided,
 - enough detail about the course/ qualification must be included for the Panel to determine the relevance and level of the qualification.
 - where **RTTP accredited courses** have been undertaken but have obtained fewer than 60 RTTP CE points, these may also be included in this list.
 - **A “deal sheet” listing the deals or projects** undertaken of appropriate size, quantity and quality in proportion to your length of service/ experience.
 - **A description of your leadership roles** in TT including size and scope of teams/initiatives you have managed.

Achievement:

- demonstrate application of your knowledge and skills to lead a complex TT project through a 1000-word **Achievement Overview** endorsed by your manager and submitted for peer assessment. The overview can describe one or more of the following:
 - A complex and significant collaboration/strategic partnership, which would not have happened without your input and which met the intended goals of the parties.
 - A complex and significant commercial deal which would not have happened without your input, e.g.:
 - licensing; substantial consultancy/contract research arrangement(s);
 - the creation of a spin-out company which you actively led through its pre-investment phase and that subsequently raised external funding, made an impact in its market or generated value for its shareholders.
 - A significant knowledge transfer initiative which would not have happened without your input and that resulted in new capacity, structures, funding, incentives or other developments that enabled demonstrable knowledge transfer/ knowledge exchange outcomes.

3.2.2. Describing Skills and Achievements:

RTTP applicants should describe their skills and achievements relevant to the five core competency areas below that are assessed for RTTP. These core competency areas have been developed in collaboration with existing national frameworks in several key countries:

- i. **Strategy & Business Insight:** strategic thinking, market-led, entrepreneurial approach, business and commercial skills

Relevant skills/ experiences may include:

- Identifying/ sourcing opportunities/ initiatives;
- Translating market knowledge into commercial opportunities;
- Assessing risks, undertaking due diligence;
- Formulating the vision, setting direction and securing buy-in;
- Developing the strategy and design of projects/ initiatives;
- Defining the market and business strategy and/ or the marketing cycle; and
- Matching skills, experience, capacity and resources to opportunities

- ii. **Entrepreneurial Leadership:** active engagement in securing funding; leading negotiations; developing new ventures

Relevant skills/ experiences may include:

- Aligning funding opportunities with strategic aims and priorities;
- Identifying and securing new funding to support TT projects and/ or initiatives;
- Leading, structuring and realising complex negotiation, reconciling different perspectives to achieve resolution e.g. conflicts with lawyers, accountants;

- Overcoming institutional issues or partner barriers through flexible, creative solution finding;
 - Supporting new business formation, structures, legal frameworks, shareholder agreements and accessing investment funding;
 - Developing and managing community-based or charitable projects; and
 - Nurturing new ventures/ projects until financial independence
- iii. **Effective Engagement:** communication, collaboration and influencing skills
Relevant skills/ experiences may include:
- Building new networks for University/ business collaboration;
 - Researching and creative planning to identify potential partners;
 - Applying the marketing mix to relevant markets/ segments;
 - Finding partners, investors and collaborators;
 - Informing and persuading potential partners; and
 - Managing effective relationships with stakeholders with different cultures or backgrounds e.g. contracts, milestones, deliverables, managing disputes, resolving problems
- iv. **Legal and technical knowhow:** understanding the key legal, technical and domain-related issues required to effectively transfer knowledge
Relevant skills/ experiences may include:
- Assessing the attributes and commercial potential of IP;
 - Developing an IP exploitation strategy to meet commercial needs;
 - Applying different licensing and business models;
 - Protecting, packaging and enforcing any IP needed for the project;
 - Drafting, negotiating reviewing relevant IP licenses and agreements;
 - Understanding and demonstrating expertise in commercial law and finance frameworks;
 - Interpreting, advising on and managing risk; and
 - Complying with relevant external terms and regulations including national/ international legislation and jurisdictions
- v. **Governance and Project Management:** managing projects, knowledge and information flow; developing and managing systems and processes for knowledge exchange
Relevant skills/ experiences may include:
- Establishing governance frameworks for multi-stakeholder projects;
 - Developing, setting up and managing complex projects e.g. contracts, budgets, milestones, deliverables, decisions, handling information, and reporting on outcomes and successes;
 - Developing, setting up and managing customer experience/ delivering or facilitating outputs; and

- Developing, setting up and managing systems (including ICT systems) to handle knowledge from its creation or capture through to the completion of the objectives and ensuring that information flows efficiently to achieve TT objectives

4. The RTTP Application

The **upcoming deadline** for the next RTTP application submission is always posted on the ATTP website: www.attp.info

4.1. RTTP Application Fees:

- The **Full RTTP Status registration fee** is **US \$300** – a once-off payment covering your initial application and one possible amended application (if required by the review panel)
- **Candidate RTTP registration fee** is **US \$50**

4.2. RTTP Application Process:

- Go the ATTP website (www.attp.info) and create an account (if you do not have one yet). The application links are clearly indicated on the home page
- Start the process and familiarize yourself with the documentation needed and compile all the information
- Use the “Save and Continue” button to progress through the application, upload data and complete the required information
- The application process does not have to be completed in one go, you may save your progress and return to the website with more documents/information to upload
- Make sure that you complete and submit the application in time to avoid missing the submission deadline and having to wait for the next application round
- Once you have submitted your application, you’ll receive an email with a link to a webpage where you can track the status of your application
- **Please note that your application details are confidential.**

The RTTP Review Panel:

- The RTTP Review Panel consists of senior technology transfer professionals from member organisations globally
- The review panel evaluates applications against the set criteria and inform you of the outcome of the review panel meeting within 3 weeks after the submission deadline.
- Once your RTTP registration is confirmed, ATTP will publish (with your prior approval) your name, current job title, employer and country on the list of Current RTTPs

4.3. Helpful hints for a successful RTTP application:

Here are some very useful tips to assist you with the RTTP application process:

1. Deal Sheet

- If you are submitting a list of deals in support of your full RTTP application, you must give enough detail for the Review Panel to assess the validity of these deals
- For each deal you will need to include following:
 - A (non-confidential) description of the technology in sufficient detail that the project would be recognised by the parties
 - Who the counterparty is (if confidential, then the size and sector of the other party)?
 - A sentence describing your role in in the deal (e.g. lead, support, negotiator, advisor, business development)
 - A sentence describing the nature of agreement (whether primarily a collaboration, license, spin-off investment, capacity building initiative)
 - The summary terms
 - The approximate size of investment or estimated lifetime value of deal
- Your deal need not be exhaustive, we advise including the most notable deals only
 - If applying solely on the basis of your track record, then you might detail eight deals
 - If applying in combination with training, then you can include proportionately fewer
 - Remember assessment is on the size and complexity of the deals that your institution delegates you to lead, not purely the number of such deals
- The Deal Sheet should be signed by your line manager, attesting the Deal Sheet as a true and fair record of your achievements

2. Courses attended

- If you are submitting a list of non-Member organised training courses in support of your full RTTP application, the Review Panel needs to understand the nature of those courses. The Panel needs to be able to assess whether the course content is relevant to academic knowledge and technology. It also needs to assess whether the courses were of sufficient quality
- For each Course or Programme that you list, you will need to include:
 - A certificate or other proof of attendance (showing the title, dates and name of the provider)
 - The total hours of training (excluding any field or self-study work)
 - A session-by-session programme so that we can understand its relevance to your role
 - The profile of those delivering the training

3. Achievement Overview

- Applicants for full RTTP status must submit an Achievement Overview in support of their application
 - The Overview must be a stand-alone document in which the applicant describes their role in leading a single, complex deal that led to significant third-party investment in a technology or a capacity-building initiative
 - The Panel uses the Overview to understand whether the applicant can apply all that they have learned to leading the most complex of projects

- Focus on process as much as outcomes since the Review Panel needs to understand the difficulties you encountered and the actions and tactics you used to resolve them
- The Achievement Overview should not be an expanded résumé since this does not give sufficient detail of any one project, and generally focuses on outcomes
- You should write the Overview in the ‘first person’ so that the Panel is able to understand the your (the applicant’s) role in the deal

4. Employment evidence

- Employment evidence is generally a:
 - letter from your employer,
 - copy of pay slip (salary crossed out),
 - copy of the signed part of a contract of employment, or
 - anything that confirms your employment status.
- The most common is a simple signed letter from your supervisor or line manager.

5. Additional tips

- Ensure that your membership details are up to date with any of the ATTP member organisations
- Ensure that you submit all the required information on time
- Don’t take a chance by submitting an application that you know very well is borderline or missing some of the required information. This may result in your application being sent back for further clarification or an outright “Please try again later”, which can be very demoralizing.

More sources of information

You can read more about RTTP on these websites:

- <https://attp.info/about-rttp/>
- [https://autm.net/careers-and-courses/professional-certification-\(rttp,-clp\)](https://autm.net/careers-and-courses/professional-certification-(rttp,-clp))
- <https://www.kca.asn.au/rttp>
- <https://www.astp-proton.eu/professional-development/road-to-rttp-2/>

Growing the TT profession in Southern Africa

- **SARIMA** strongly encourages its members to register to become RTTPs when they are ready.
- A special request is extended to Technology Transfer Directors at the various institutions to set an example by registering to become RTTPs and to actively support and mentor staff in your office to develop towards becoming RTTPs.
- Directors of Technology Transfer Offices are also requested to include in advertisements for TT jobs that preference will be given to RTTPs.

A few last words...

The Technology Transfer profession is a very young career option in South Africa. It offers a variety of opportunities for those interested in pursuing both a scientific, but also a commercially oriented career and marries both these options.

It is an incredibly rewarding career and you will work with amazing people and see breakthrough technologies, while having the privilege of bringing some of these to the market.

I wish you only the best with your application! It is truly worth the effort to go through the application process to achieve your RTTP status. As an RTTP you receive professional recognition of your technology transfer career credentials, knowledge, skills, roles and accomplishments. Being an RTTP puts you in a different class. It strengthens both your CV and any job application in the technology transfer field. It gives you credibility during negotiations, during meetings with academics and with your line manager.

Acknowledgements

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