

# 合作交流协议书撰写说明及范本

基本内容（但不仅限于如下部分）：

1. 合作交流项目题目
2. 双方主持人姓名
3. 合作内容与分工及合作交流计划 简述合作内容，合作双方分工，并写明双方在三年期间拟开展的具体合作交流活动计划。
4. 知识产权归属、使用和转移 阐述合作研究成果的归属、使用或共享等有关约定；
5. 研究期限、变更和退出 写明合作交流项目的起止日期。
6. 协议法律效力的约定 协议生效、有效期、中止等的有关约定
7. 双方项目主持人签字及协议的签署时间与地点

# Exchange Program Agreement

Basic parts (but not limited to these parts):

<b>1. Collaborative Research Title</b>
<b>2. Names of Principal Investigators of Both Parties</b>
<b>3. Research Plan, Division of Labor and Exchange Plan</b>
Briefly describe content of the research as well as the division of labor. <b>Clearly state the exchange plan in the following three years.</b>
<b>4. Ownership, Use and Transfer of the Intellectual Property</b>
Clearly state who shall own the intellectual property and how to use or share it.
<b>5. Duration</b>
Clearly state the specific dates that the exchange project starts and ends.
<b>6. Legal Validity</b>
Effective date, period and termination.
<b>7. Signature by Principal Investigators of Both Parties, Date and Place</b>

The Agreement shall be printed on paper that contains the name of the either collaborator's institution and contact information (address, telephone, fax and email).