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）：

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| **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):

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

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).