**COPYRIGHT DISCLOSURE FORM**

**PLEASE PRINT CLEARLY OR TYPE\*\*\* SUBMIT VIA E-MAIL OR CAMPUS MAIL**

This form is used to report the creation of a new copyrighted material or work by University Personnel or by anyone collaborating with any of the below individuals (“Creators”). Copyrighted materials include items such as textbooks, scholarly papers and articles, and works of artistic imagination. Creators at Oklahoma State University are bound by OSU’s Policy and Procedures No. 1-0202, *Intellectual Property*. If you require assistance, please contact the Office of Technology Commercialization at (405) 744-6930. Downloadable copies of this form can be obtained from the Office of Technology Commercialization website at <https://cowboyinnovations.okstate.edu/for-innovators/agreements-and-forms.html>.

|  |  |  |
| --- | --- | --- |
| **1.** | **Title of work/material:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | a) | Is this disclosure related to any previous disclosure(s)? | Yes | ☐ | No | ☐ |  |
|  | 1. If Yes, please list disclosure(s) here:
 |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.** | **Work Start Date:** |  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **3.** | **Creator/Author Information** |  |
|  | Please provide complete information for each creator/author. List the corresponding creator first. The corresponding creator will be the primary contact person for the Office of Technology Commercialization on all matters associated with this disclosure form. |

|  |  |  |
| --- | --- | --- |
| Creator 1 (corresponding creator) | Name (first, middle, & last): |  |
| Campus Wide ID: |  | Citizenship: |  |
| Title/Position: |  | Department: |  |
| Work Address: |  | Work Phone Number: |  |
| Work Fax Number: |  | Email Address: |  |
| Home Address: |  | Home Phone Number: |  |
| Percentage of Contribution: |  |  |  |
| Describe the nature of this Creator’s contribution: |  |  |
| Describe this Creator’s University duties and his/her relation to this invention: [Note: If a Creator is not affiliated with the University, please explain his/her affiliation and relation to this work.] |
|  |

|  |  |  |
| --- | --- | --- |
| Creator 2 | Name (first, middle, & last): |  |
| Campus Wide ID: |  | Citizenship: |  |
| Title/Position: |  | Department: |  |
| Work Address: |  | Work Phone Number: |  |
| Work Fax Number: |  | Email Address: |  |
| Home Address: |  | Home Phone Number: |  |
| Percentage of Contribution: |  |  |  |
| Describe the nature of this Creator’s contribution: |  |  |
| Describe this Creator’s University duties and his/her relation to this invention: [Note: If a Creator is not affiliated with the University, please explain his/her affiliation and relation to this work.] |
|  |

|  |  |  |
| --- | --- | --- |
| Creator 3 | Name (first, middle, & last): |  |
| Campus Wide ID: |  | Citizenship: |  |
| Title/Position: |  | Department: |  |
| Work Address: |  | Work Phone Number: |  |
| Work Fax Number: |  | Email Address: |  |
| Home Address: |  | Home Phone Number: |  |
| Percentage of Contribution: |  |  |  |
| Describe the nature of this Creator’s contribution: |  |  |
| Describe this Creator’s University duties and his/her relation to this invention: [Note: If a Creator is not affiliated with the University, please explain his/her affiliation and relation to this work.] |
|  |

**EXPAND AS NEEDED FOR ADDITIONAL CONTRIBUTORS.**

|  |  |
| --- | --- |
| **4.** | Briefly describe the object or main function of the copyrightable work: (If you have a manuscript, PowerPoint or other presentation, poster or abstract, please attach it to this form.) |
|  |  |
|  |  |
| **5.** | Identify any data files or other “incorporated elements” (including text, voices or other sounds, graphics or other images that are NOT original). |
|  |  |
|  | b) Please include the copyright statement or web address for the source of the incorporated elements. |
|  |  |
| **6.** | If the disclosed work includes data, please answer the following questions: a) Where is the data housed? Please provide us with a copy.b) Is there any restriction for the use of data? |
|  |  |
| **7. Research Support:** Was this work developed in the course of work under a grant, contract, research collaboration agreement, or with use of other University Funds as defined in the *Intellectual Property Policy*? | Yes | [ ]  | No | [ ]  |
|  |
| If yes, list the agency, patron, or collaborative partner below, and attach copies of the grant or contract documents. |
|  |  |  |  |
| Agency/Patron/Collaborative Partner | % of Contribution | Grant Number | OSU Account Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |  |
| **8.** | Is a third party involved in this work, such as through a collaboration with another institution, sponsored research agreement, consulting or option agreement? |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **9.**  | **Export Control:** Oklahoma State University (OSU) has an obligation to implement an export control compliance program to reduce the risk of export control violations. All employees and students must be aware of and are responsible for the export control implications of their work and must ensure their activities conform to export control laws and regulations. There are severe institutional and individual sanctions for violations of export control laws and regulations, including the loss of research funding and export privileges, as well as criminal and civil penalties. It is important for the Office of Technology Commercialization to understand if the copyrightable work that is the subject of this disclosure is controlled by export regulations. |
|  | a) | Does this copyrightable work include: |
|  |  | i. | Information (including blueprints, drawings, photographs, plans, instructions, and documentation) pertaining to military or defense hardware or software? | Yes | ☐ | No | ☐ |
|  |  | ii. | Classified information? | Yes | ☐ | No | ☐ |
|  |  | iii. | Information covered by an invention secrecy order? | Yes | ☐ | No | ☐ |
|  |  | iv. | Military intelligence? | Yes | ☐ | No | ☐ |
|  |  | v. | Information related to satellites or other space-related technology? | Yes | ☐ | No | ☐ |
|  |  | vi. | Encryption software (in source code or object code)? | Yes | ☐ | No | ☐ |
|  |  | vii. | High-performance computing software (in source code or object code)? | Yes | ☐ | No | ☐ |
|  | b) | Are there any restrictions on publication of the information generated in the course of the underlying research beyond a brief review (up to 90 days) for intellectual property protection and/or inadvertent release of a third party’s proprietary information? | Yes | ☐ | No | ☐ |
|  | c) | Are there any restrictions on participation in the underlying research by citizens of a foreign country (including students)? | Yes | ☐ | No | ☐ |
|  | d) | Have you received information identified as export-controlled from a third party relative to this copyrightable work or the underlying research? | Yes | ☐ | No | ☐ |
|  | e) | Is the underlying research covered by an IBC (Institutional Biosafety Committee) protocol? | Yes | ☐ | No | ☐ |
|  | f) | Do you have any other reason to believe that this copyrightable work might be export-controlled? | Yes | ☐ | No | ☐ |
|  | g) | If your answer to any of the foregoing questions is yes, please elaborate. |  |  |  |  |

|  |  |
| --- | --- |
| **10.**  | **Commercialization Potential:** |
|  | a) | What are the commercial applications for the work? |
|  |  |  |
|  | b) | What additional research or development, if any, is needed to commercialize the work? |
|  |  |  |
|  | c) | What are the limitations that must be overcome prior to practical application? |
|  |  |  |
|  | d) | What are the advantages of the work versus present materials? |
|  |  |  |
|  | e) | Please provide any available data or information on market potential/size. |
|  |  |  |
|  | f) Do you have a potential licensee(s) or partner in mind? | Yes | [ ]  | No | [ ]  |
|  | If yes, please list: |  |  |  |  |
| Company Name | Address | Contact Person/Title | Phone/Fax/e-mail |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **11.**  | **Creator(s) Signature(s):** |

In accordance with the OSU Intellectual Property Policy 1-0202, acceptance of which is required by University policy as a condition of employment, enrollment, and/or association with the University, I hereby assign and agree to assign all right, title, and interest in the work disclosed herein to the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, such assignment to include without limitation all copyrights covering said work. I understand that if such work is determined to be a Personal Work by the University Intellectual Property Screening Committee or the President pursuant to the Intellectual Property Policy, the Board of Regents will return all right, title, and interest to the Creator(s)

|  |
| --- |
|  |
|  |
| Creator’s Signature: |  | Date: |  |
|  |  |  |  |
| Creator’s Name (please type or print clearly): |  |
|  |
|  |  |  |  |
| Creator’s Signature: |  | Date: |  |
|  |  |  |  |
| Creator’s Name (please type or print clearly): |  |
|  |
|  |  |  |  |
| Creator’s Signature: |  | Date: |  |
|  |  |  |  |
| Creator’s Name (please type or print clearly): |  |
|  |
|  |  |  |  |
| Creator’s Signature: |  | Date: |  |
|  |  |  |  |
| Creator’s Name (please type or print clearly): |  |
|  |

|  |  |
| --- | --- |
| **12.**  | **DEAN(S)/DIRECTOR(S):** |
|  |
| Signature of Dean/Director: |  | Date: |  |
|  |  |  |  |
| Name and Title (please type or print clearly): |  |
|  |
|  |  |  |  |
| Signature of Dean/Director: |  | Date: |  |
|  |  |  |  |
| Name and Title (please type or print clearly): |  |
|  |

|  |  |
| --- | --- |
| **13.**  | Once **ALL** signatures have been obtained, submit completed form to: Office of Technology Commercialization Oklahoma State University 1201 S. Innovation Way Dr., Suite 210 Stillwater, OK 74074 |