**CONFIDENTIAL COPYRIGHT DISCLOSURE FORM**

University policy requires that compensated or non-compensated University employees and non-employees who receive grant or contract funds through the University disclose all copyright works intended to be published commercially to the University.

For assistance, contact OTT at 808-956-0775 or uhott@hawaii.edu.

*Note: All UH and RCUH authors must sign this form in Section III and obtain their immediate supervisor’s signature in Section IV for OTT to begin to evaluate the work. This includes determining ownership status, seeking legal protection and/or exploring licensing and other commercialization opportunities.*

**SECTION I. Title of Copyright Work and Primary Contact**

1. Title of Copyright Work:

|  |
| --- |
|       |

1. Primary Contact (who will be speaking and acting on behalf of the authors)

|  |
| --- |
|       |

**SECTION II. Declaration of Ownership**

Check below to indicate how the work was developed:

1. [ ]  *University of Hawai‘i*: Work was the result of an assignment or commission by the University to produce the work, or undertaken as part of a sponsored research or grant.
2. [ ]  *Joint Copyright Work*: Work was the result of collaboration with another institution as part of a sponsored research or grant.
3. [ ]  *Personal*: Work was the result of personal or private efforts independent of any contractual obligations to the University and without using funds provided by the University or an outside agency, the result of permissible consulting activities, or was prepared on author’s own initiative for classroom, educational or professional purposes.

**SECTION III. Authors and Assignment**

List *all* potential authors and contributors involved in the creation of the copyright work.

1. **University and RCUH Authors**

As indicated by their signatures below, and subject to final determination of ownership under the University’s intellectual property policies, the following individuals do hereby:

1. Assign and transfer to the University of Hawai‘i, whose address is Bachman Hall, 2444 Dole Street, Honolulu, Hawai‘i 96822, the entire right, title and interest in and to the copyright work described herein; and
2. Agree that the authors’ share of the net royalties resulting from any licensing, sale, or other commercialization of this copyright is to be divided among the authors’ according to the contribution listed below, or if no contribution is listed below, the net royalties will be distributed equally among the authors listed below; and
3. Agree that the individual whose name appears in Section I of this form will be the primary contact with OTT on behalf of all those listed below; and
4. Understand that if Box “C” in Section II is checked, this disclosure will be flagged for review under the University’s policies for ownership and determination whether the copyright work was developed as a work for hire or on the authors’ own initiative; and
5. Certify that all information provided in this disclosure is true and accurate to the best of their knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Citizenship |       | Union |  [ ]  UHPA [ ]  HGEA [ ]  None |
| Office Address |       |
| Permanent AddressStreet/City/State |       |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Citizenship |       | Union |  [ ]  UHPA [ ]  HGEA [ ]  None |
| Office Address |       |
| Permanent AddressStreet/City/State |       |
| Signature |  | Date |  |

For additional UH or RCUH authors, please use Attachment 1. Make additional copies as needed.

**Attachment 1 – Additional UH or RCUH Authors**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Citizenship |       | Uniont |  [ ]  UHPA [ ]  HGEA [ ]  None |
| Office Address |       |
| Permanent AddressStreet/City/State |       |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Citizenship |       | Union |  [ ]  UHPA [ ]  HGEA [ ]  None |
| Office Address |       |
| Permanent AddressStreet/City/State |       |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Citizenship |       | Union |  [ ]  UHPA [ ]  HGEA [ ]  None |
| Office Address |       |
| Permanent AddressStreet/City/State |       |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Citizenship |       | Union |  [ ]  UHPA [ ]  HGEA [ ]  None |
| Office Address |       |
| Permanent AddressStreet/City/State |       |
| Signature |  | Date |  |

2. **Other Institution Authors**

As indicated by their signature below, the following individuals do hereby certify that the information provided in this disclosure is true and accurate to the best of their knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Institution |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Mailing AddressStreet/City/State |       |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Institution |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Mailing AddressStreet/City/State |       |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Institution |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Mailing AddressStreet/City/State |       |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Institution |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Mailing AddressStreet/City/State |       |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Contribution (%) |       |
| Institution |       |
| Dept/College/Unit |       | Title/Position |       |
| Email |       | Phone |       |
| Mailing AddressStreet/City/State |       |
| Signature |  | Date |  |

**SECTION IV. Notifications**

Note: The immediate supervisor of all UH and RCUH authors must sign this Copyright Disclosure Form before OTT can begin to evaluate this work.

**Department Chair / Dean / Director**

To the best of my knowledge and understanding, the information on the development of the copyright work described in this Copyright Disclosure Form, and the “Declaration of Ownership” in Section II above are accurate, subject to the comment(s) below.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Name |       |
| Title |       |
| Dept/College/Unit |       |
| Notes/Comments |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Name |       |
| Title |       |
| Dept/College/Unit |       |
| Notes/Comments |       |

Send completed & signed form via:

 Email: uhott@hawaii.edu

 OR

 Fax: (808) 956-9150

 OR

 Mail: Office of Technology Transfer (OTT)

 2425 Campus Road, Sinclair 10

 Honolulu, HI 96822

For questions, please contact OTT at (808) 956-0775 or uhott@hawaii.edu.

**SECTION V. – Description of Copyright Work**

1. Provide a brief description of the copyright work. Feel free to attach papers, presentations, drawings, etc that describe the work & its purpose or utility.

|  |
| --- |
|       |

1. Is this a derivative work, modification or improvement of an existing work? [ ]  Yes [ ]  No

If yes, please provide information on the original work, including whether or not you are the owner of the copyright in the original/existing work, and if any other licenses are required to use this work.

|  |
| --- |
|       |

1. What issues or problems does this work solve/address?

|  |
| --- |
|       |

1. Is the work a deliverable specified in a sponsored research agreement or grant? [ ]  Yes [ ]  No
2. Is this a multimedia program? [ ]  Yes [ ]  No

If yes, please provide details of the program?

|  |
| --- |
|       |

1. When was the work completed or reduced to a tangible medium (song, lyrics, paper, film, website)?

|  |  |
| --- | --- |
| Date |       |

1. Is work on the copyright work continuing? [ ]  Yes [ ]  No

If Yes, describe the current development stage of the work.

|  |
| --- |
|       |

1. What is the commercial potential of the work? Include information on the potential market, revenue, commercial products, competitors & customers (if known).

|  |
| --- |
|       |

**SECTION VI. Public Disclosures**

1. Has the Copyright Work been described in any publication or shared with the public? [ ]  Yes [ ]  No

If yes, please provide information on where & when it was shared

|  |  |  |  |
| --- | --- | --- | --- |
| Date |       | Where/Publication Name |       |
| Date |       | Where/Publication Name |       |
| Date |       | Where/Publication Name |       |
| Date |       | Where/Publication Name |       |

Attach copies or links to the document.

1. Is a publication, submission, presentation or other public disclosure planned? [ ]  Yes [ ]  No

|  |  |  |  |
| --- | --- | --- | --- |
| If yes, date |       | Medium (journal, conference, etc.) |       |
| Name of journal, conference, etc. |       |

Attach copy or links to the document.

**SECTION VII – Funding and Other Obligations**

List all funding support of the research that led to this Copyright Work, include any materials or equipment supplied prior to the creation of the Copyright Work. Attach additional pages as needed.

|  |  |
| --- | --- |
| Sponsor |       |
| Sponsor’s Grant/Project Number |       |
| ORS number |       |
| Principal Investigator |       |
| Grant/Contract/Project Title |       |
| Funding Period |       |

|  |  |
| --- | --- |
| Sponsor |       |
| Sponsor’s Grant/Project Number |       |
| ORS number |       |
| Principal Investigator |       |
| Grant/Contract/Project Title |       |
| Funding Period |       |

|  |  |
| --- | --- |
| Sponsor |       |
| Sponsor’s Grant/Project Number |       |
| ORS number |       |
| Principal Investigator |       |
| Grant/Contract/Project Title |       |
| Funding Period |       |

University support

|  |  |
| --- | --- |
| Facilities |       |
| Funding |       |
| Services |       |
| Other (release time, paid technical assistance, etc.) |       |

List any other sources of support for the copyright work.

|  |
| --- |
|       |