

FEB. 24. 2006 3:52AM

DEAN OF RESEARCH

NO. 586 P. 3

Instructions for completing the Copyright and Patent Agreement

Please detach this instruction sheet before completing the attached agreement

Who Should Sign

Execution of the attached Stanford University *Copyright and Patent Agreement* (Form SU-18) is required by all individuals, including faculty, staff, students and nonemployees, who may create copyrightable materials or make inventions under sponsored projects or other projects involving copyright or patent obligations to the University as specified in the University's policies on copyright (Guide Memo 76) and inventions (Guide Memo 75).

Conflicting Obligations

Individuals who have obligations to third parties with respect to rights in copyright and inventions should review their current agreements to determine if they contain provisions which are incompatible with this Agreement.

In the event of potential conflict, waivers or releases should be secured from such third parties to the extent necessary to permit signing this Agreement.

Unless and until such waivers or releases are obtained, *individuals subject to potentially conflicting obligations are not permitted to perform work under sponsored projects or other projects involving copyright or patent obligations to the University.*

Exceptions

Exceptions to the requirement for executing this Agreement are permitted only in certain special and limited cases (e.g., individuals retained by the University under contracts for the provision of consultant services or covered by specific written agreements between the University and their employer).

Departmental Responsibilities

It is the responsibility of the Department to arrange for the execution of this Agreement (or for an exception when appropriate). This should be accomplished during the process of initial appointment or engagement and, in any event, prior to participation in sponsored projects or other projects involving copyright or patent obligations to the University.

It is also the responsibility of the Department to verify that this Agreement has been signed in accordance with Item 25 of the *Sponsored Project Summary Form* (SU-42).

Advice and Assistance

Questions regarding this Agreement should be addressed to Intellectual Property Administration, Sponsored Projects Office, Encina Hall, Room 40 (723-2907).

DISTRIBUTION OF FORM

For Faculty, Staff and Students—Attach the signed white original of this Agreement to the Personnel Action Form (SU-1), Student Appointment Form (SU-2) or Temporary Appointment Form (SU-3), as appropriate. The Department should file the yellow copy with its personnel records and give the pink copy to the signer.

For Nonemployees (e.g., visiting scientists and fellows)—Send the signed white original to Intellectual Property Administration, Sponsored Projects Office. Distribute the other copies as indicated in the previous paragraph.

SU-18 (2-95)

STAN 010210
CONFIDENTIAL —
ATTORNEYS' EYES ONLY