Office of Research & Creative Activity
Software Disclosure Form
Confidential

Background
In compliance with WKU's Policy on Intellectual Property (2.8102) and the requirements of federal sponsoring agencies, University students, staff and faculty are required to submit intellectual property disclosures to the Office of Research & Creative Activity. A completed software disclosure form serves as the basis for an assessment of the intellectual property, determination of the commercialization potential, and selection of an appropriate protection option. If you need any assistance in completing this form, please contact ***intellectualproperty@wku.edu***

Description

1. How would you categorize the material that you are disclosing?

    Software code

    Mobile App

    Software idea or algorithm (not fully coded)

    Other

2. Title of software/app:

3. What was the problem you set out to solve and who are the potential users?

4. What is new/novel about your software solution?

5. Describe any testing or experimental work that proves that your software is effective. Identify any specific data, models or products created.

6. Is your software or app fully developed, or are additional resources required for commercial or public use?

7. Please attach any additional materials to explain your software, such as documentation, presentations, and applications.

Software Record

1. Date of the initial idea for the software

2. Date of first description of the idea for the software (oral or written)

3. Date when the software development was completed

4. What commercial utilities or applications were/are required?

5. What programming language(s) was/were used?

6. Please identify the software and provide the license if you have used open source or free software other than software created by innovators/authors while employed at WKU

7. If the software is a small component or function of a greater body of code, what is the purpose of that component or function?

8. If the software is owned or authored by third party sources, please identify them:

9. Is this software a modification or improvement to existing work?

   If yes, please identify the existing work and its developers:

Public or Private Disclosure Record

1. Has the software or source code been disclosed in a manuscript, conference document, presentation, news story, thesis, or conversation?

   If yes, please provide:

   > The date:

   > Form/format of disclosure:

   > Please attach a copy of disclosure or details of disclosure.

2. Do you plan to have a publication or other disclosure in the next 6 months?

   If yes, please provide:

   > The predicted date:

   > Form/format of disclosure:

   > Please attach a copy of drafts, preprints, etc.

3. Have you disclosed your software to industry representative?

   If yes, please provide:

   > The name of the company:

   > The company representative(s):

   > Name:

Email:

Phone number:

4. Has there been any sale, offer of sale, commercial testing or public use of the software?

If yes, please provide:

The date of the sale:

Form/format of disclosure:

Please attach a copy of the details.

Sponsorship / Funding

1. Was the research that led to the software development sponsored?

If yes, please provide:

Sponsor Name:

Sponsor/Agency ID#:

Grant #:

Commercialization

1. How does your software compare to what is currently available in commercial products?

2. If anyone has expressed interest in licensing your software, please describe your discussions, contacts, and any proposed licensing terms:

3. Please provide any information that may be valuable in realizing the full commercial potential of the software such as applications, promotion, marketing or distribution.

4. If the software developers have any financial interest in the proposed licensee organization (including investment, income, or as position as owner, director, officer, trustee, or employee), please describe in detail the economic interest.

5. Please provide non-proprietary description and key words that we can use to market your software.

6. Please estimate the level of customization and/or support the software will need once licensed.

Key Contact

1. Who should our office contact for routine communications?

        Name:

        Email:

        Phone:

Innovator(s) and Signature(s)

1. The signature lines below must be signed. The date of the last signature is the date when this disclosure comes into effect. List the names and titles of all authors/inventors and identify their % contribution. The contribution of all authors/inventors should total 100%. The Lead Inventor contributes the highest %.

Name: % Contribution:

Title:

Department:

College/School:

University (if other than WKU):

Home Address:

Email Address:

Citizenship:

If not US Citizen, please provide Alien registration number and expiration date

Registration number:

Expiration date:

Signature: _____ Date: _____

Name: % Contribution:

Title:

Department:

College/School:

University (if other than WKU):

Home Address:

Email Address:

Citizenship:

If not US Citizen, please provide Alien registration number and expiration date

Registration number:

Expiration date:

Signature: _____ Date: _____

Name: % Contribution:

Title:

Department:

College/School:

University (if other than WKU):

Home Address:

Email Address:

Citizenship:

If not US Citizen, please provide Alien registration number and expiration date

Registration number:

Expiration date:

Signature: _____ Date: _____

If there are additional contributors, please provide that as an attachment.

The completed form and supporting documentation should be submitted to the
Intellectual Property Committee, 301 Wetherby Administration Building,
intellectualproperty@wku.edu