



Office of Research & Creative Activity
Copyright Disclosure Form
Confidential

Background

A Copyright 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. What is the medium or form of the work that you are disclosing?
(Please note if your work is software, complete the software disclosure form)
2. Title of copyrighted work:
3. Briefly describe the work:
4. How do you intend to use the work?
5. Please attach any additional materials to explain your work, such as manuscripts, photos, or drawings.

Work Record

1. Date the work was completed:
2. If the work has been published, please provide details of how and when:
3. Please identify any and all materials owned, controlled or provided by a third party that are incorporated into the copyright work:

Public or Private Disclosure Record

1. Has the work been distributed within the university? Yes / No

If yes, please provide:
 The date:
 The circumstances:
 Any associated costs:
2. Do you plan to have a publication, demonstration, or performance of the work 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. Has the work been disclosed to anyone outside the university, including industry representatives?

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 work?

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 activity that led to the work sponsored?

If yes, please provide:

Sponsor Name:

Sponsor/Agency ID#:

Grant #:

Commercialization

1. Do you know who or what your competition might be for this work, and if so, please provide detail:
2. Do you anticipate that the work will be licensed to a third party or parties in the future?
3. If anyone has expressed interest in licensing this work, please provide the name of the entity and information on any proposed licensing terms:

4. If the author or any other creative contributor to the work has 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:

Key Contact

1. Who should our office contact for routine communications?

Name:

Email:

Phone:

Author(s)/Creator(s) and Signature(s)

List the names and titles of all contributors of this work, including the lead author/creator/artist. Indicate the % contribution for each contributor. The contribution of all authors/inventors should total 100%. The Lead author/creator/artist contributes the highest %.

The signature lines below must be signed. The date of the last signature is the date when this disclosure comes into effect.

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

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