*Approved June 30, 2015*

 DIRECTIONS:

1. Read and fill out completely the University Works Disclosure Form, including information related to Government or private funding of research leading to the University Works. The University Works Disclosure Form consists of 4 parts.
	1. To determine the applicability of this Form please answer the following:
		1. Did the Work result from projects funded in whole or in part by the University or a sponsor of the University?
		2. Is the Work software?
	2. If you answer *yes* to either of the questions above, proceed with the completion of this form.
2. Deliver the original completed University Works Disclosure Form to the Technology Commercialization Office (TCO), 535 W. Research Center Boulevard, Suite 108, Fayetteville, AR 72753 or via campus mail to INOV 108 Attention: Sarah O’Brien.
3. Send an electronic copy of the completed University Works Disclosure Form to the Technology Commercialization Office at agritco@uark.edu. An electronic copy is required.

*The content in this form is based on many years of experience and focuses on the issues that will be raised if a copyright registration is initiated or the technology marketed. Attention to each entry is important to the success of the process.*

Thank you in advance for your cooperation and effort.

**Table of Contents:**

1. Completing the Written Description (used for Part 1 of the Disclosure Packet)
2. University Works Disclosure Form

Part 1: Written Description

Part 2: Internal TCO information and certification

Part 3: Non-confidential summary of the University Works

Part 4: Marketing Questionnaire

**Completing the Written Description (use this for Part 1 of the Disclosure Packet):**

Copyright registration requires certain categories of information. Completing the next pages of the disclosure form will ensure that we are aware of this information so please complete them to the best of your ability. Part 1 of the Disclosure Packet may be used to complete an application for copyright registration, if such action is deemed appropriate. It also may be used in marketing the University Works.

(a) *Title of University Works*: The title of the University Works should be brief but technically accurate and descriptive, and preferably from two to seven words.

(b) *Background of the University Works*: Set forth a brief history of developments which have lead to this particular University Works. Included in this section should be a statement of the field to which the University Works pertains.

(c) *Brief summary of the University Works*: Summarize the University Works, indicating its nature and substance.

(d) S*upport material*: For software, the author should furnish a data flow diagram of the University Works, where necessary, for the understanding of the subject matter. Flow charts and diagrammatic views are appropriate if they facilitate an understanding of the University Works. Graphs or other presentations of data should be included as well if needed to convey understanding of the product.

**If you have any questions pertaining to the completion of the disclosure packet please do not hesitate to call the TCO.**

**Part 1. Written Description - University Works Information**

**Expand each section as necessary.**

A. AUTHOR(S):

B. TITLE:

C. BACKGROUND:

D. BRIEF SUMMARY OF UNIVERSITY WORKS:

E. DETAILED DESCRIPTION OF THE UNIVERSITY WORKS – **(SOFTWARE ONLY)**

Please identify clearly what you consider your University Works to be, describe the function, utility, and advantages. Pictures (GUI Screenshots), data tables, or anything that clarifies the scope of the University Works and makes the disclosure complete should be included. Be as detailed as you feel is necessary.

**Part 2. TCO Information**

RESEARCH FUNDING

Identify all grants/contracts that may have provided funds used to conceive or reduce to practice the University Works, in whole or in part. Such funds could include grants and contracts from the University of Arkansas, government, corporations, private institutes or associations. Please be specific and provide **grant and campus cost center numbers**. The TCO will contact you to discuss how these funds may have been used, and will file reports and other documents as may be required under the relevant funding agreements or federal law.

|  |
| --- |
|  |

FURTHER DEVELOPMENTS

Describe any projected improvements or planned additions and a corresponding timetable for such improvements. Please indicate any known resources, including sources of research funding that will be used to further develop the Works.

PUBLIC DISCLOSURE OF THE WORK

Please list and identify all instances in which the University Works were or will be published, together with the date of publication and date of submission. Include copies of publications, in print or anticipated, and abstracts.

RELATED PUBLICATIONS

If you know of any published material, such as scientific papers, or commercial literature relating to your University Works, please cite and/or supply them.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 3: Non-confidential Summary** In the space provided below, please provide a non-confidential summary of your University Works. This summary should be approximately one to three paragraphs in length. It should not contain any proprietary information. It should describe the advantages of your University Works as related to prior technology (SOFTWARE ONLY), if any, e.g., faster, cheaper, stronger. The summary will primarily be used as a marketing tool when contacting companies about your technology and may be posted on TCO and 3rd party websites. Additionally the TCO will publish brochures and other summary lists of UA technologies that will be sent to companies and will be distributed via development offices. (Please be as detailed as you feel necessary.)**Part 4: Marketing Questionnaire** Please feel free to attach additional sheets if you need more room, or if you need to explain your response to the following sections. In addition, please attach any supplemental materials that you think might help illustrate your answers.A. Products and Services List below as many actual or hypothetical products or services as you can think of that might benefit from your University Works. Be adventurous; try to think of broader and narrower applications for the University Works than those that immediately come to mind, as well as applications that are outside of your own field.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B. Competing Products and Services (SOFTWARE ONLY) List as many existing products or services that you can think of which meet essentially the same product or service goals as those listed above; also indicate the company that provides each such product or service. You may wish to refer to catalogs or databases in looking for such alternatives. If product brochures or descriptions are available, please submit them along with this form. **C. Possible Licensees** List the names of companies that you think might be interested in using your University Works to make, use, or sell products or services. If you have a contact at any of these companies, be sure to give a name and telephone number. Of course, we will speak to you first before calling your contacts.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| D. Advantages Encouraging companies to invest in the commercial development of your University Works will require that we describe for them its advantages over alternative products, processes, or services. Please list all of the advantages that you can think of below.**AUTHOR CERTIFICATION**Each University author must sign an Author Certification Statement. Authors who are not University authors should also be identified below. **Make as many copies as needed to include all of the authors.** If you have questions about who is an author, please contact the Technology Commercialization Office. Original signatures are needed on these forms.

|  |
| --- |
| **AUTHOR CERTIFICATION STATEMENT** |

By my signature below, I certify that * I agree that, if I was a UA employee at the time the work was made, I will assign and do hereby assign all right, title, and interest in the work to the University and execute all necessary papers and otherwise provide appropriate assistance to enable the University to obtain, enforce, and protect its rights in the work;
* I am an author and participated directly in the creation of this work; and
* The others named herein are authors and there are no other authors to the best of my knowledge:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Author Signature* | *Date* |

|  |  |
| --- | --- |
| Name: |  |
| Citizenship: |  | Title: |  |
| Home address: |  | Office address: |  |
| Home phone: |  | Office phone: |  |
| E-mail: |
| Department/Unit:  |
| Please check one:❑ I am a UA employee.❑ I am not a UA employee.❑ I authored this work while at UA but I am no longer at UA. |
| I am the author who will serve as the principal contact\* with the TCO for this work:❑ Yes ❑ No\*All correspondence with and questions for the inventors will usually be addressed to the principal contact.  |

Department Chair / Unit Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Experiment Station Assoc. Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_Experiment Station Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ |

 |

 |

1. **NET REVENUE DISTRIBUTION**

**DISTRIBUTION OF NET REVENUES STATEMENT**

By signing below, each UA author certifies that he/she:

* agrees to the revenue split of his/her own free will and was not subject to coercion of any kind;
* understands that any Net Revenues (as defined by University Board of Trustees Policy 210.1) resulting from commercialization of this work will be distributed according to Policy 210.1 and divided among the authors as indicated below;
* understands that if this revenue distribution statement is NOT completed, the University will assume that all authors consent to an equal revenue distribution;
* agrees to notify the TCO of any change of address;
* understands that if a named author is determined not to be an author under relevant laws, he/she is not eligible for revenue distribution; and
* understands that the revenue will be distributed to the author as assigned or to his/her heirs, successors, or assigns.

|  |
| --- |
| **DISTRIBUTION OF NET REVENUES BASED ON PERCENTAGE CONTRIBUTION** |
| **NAME** | **ROYALTY PERCENTAGE** |
|  | % |
|  | % |
|  | % |
|  | % |
| *Add additional lines as needed* |
|  |  |  |  |  |
| *Author Signature* | *Date* |  | *Author Signature* | *Date* |
|  |  |  |  |  |
| *Author Signature* | *Date* |  | *Author Signature* | *Date* |

**Part 3: Non-confidential Summary**

 In the space provided below, please provide a non-confidential summary of your University Works. This summary should be approximately one to three paragraphs in length. It should not contain any proprietary information. It should describe the advantages of your University Works as related to prior technology (SOFTWARE ONLY), if any, e.g., faster, cheaper, stronger. The summary will primarily be used as a marketing tool when contacting companies about your technology and may be posted on TLO and 3rd party websites. Additionally the TLO will publish brochures and other summary lists of UA technologies that will be sent to companies and will be distributed via development offices. (Please be as detailed as you feel necessary.)

**Part 4: Marketing Questionnaire**

 Please feel free to attach additional sheets if you need more room, or if you need to explain your response to the following sections. In addition, please attach any supplemental materials that you think might help illustrate your answers.

#### A. Products and Services

 List below as many actual or hypothetical products or services as you can think of that might benefit from your University Works. Be adventurous; try to think of broader and narrower applications for the University Works than those that immediately come to mind, as well as applications that are outside of your own field.

|  |
| --- |
|  |

##### B. Competing Products and Services (SOFTWARE ONLY)

 List as many existing products or services that you can think of which meet essentially the same product or service goals as those listed above; also indicate the company that provides each such product or service. You may wish to refer to catalogs or databases in looking for such alternatives. If product brochures or descriptions are available, please submit them along with this form.

**C. Possible Licensees**

 List the names of companies that you think might be interested in using your University Works to make, use, or sell products or services. If you have a contact at any of these companies, be sure to give a name and telephone number. Of course, we will speak to you first before calling your contacts.

|  |
| --- |
|  |

##### D. Advantages

 Encouraging companies to invest in the commercial development of your University Works will require that we describe for them its advantages over alternative products, processes, or services. Please list all of the advantages that you can think of below.

|  |
| --- |
|  |