



THE UNIVERSITY of TEXAS

HEALTH SCIENCE CENTER AT HOUSTON

**COPYRIGHTABLE MATERIAL DISCLOSURE
OFFICE OF TECHNOLOGY MANAGEMENT**

File #:

1. TITLE OF COPYRIGHTABLE MATERIAL (“Work”)

- If the material is only appropriate for school-aged children of a certain year(s), certain grade level(s), or both, please so indicate in the title.

2. CREATOR(S) INFORMATION

Please list the full name of University employees or students and any non-University personnel who have directly contributed to the creation of the material to any degree. Note also if any such person holds a joint appointment with any other university, a company, or governmental agency or the like.

Name:			
Individual’s contribution to the Work			
**Year of Birth:		School:	
Date of Death (if applicable)			
Title:			
Department:		Other Appointment (circle if applicable)	
Citizenship:		Clayton Other _____	
Work Address:		Home Address:	
Work Phone:		Home Phone:	
Work Fax:		Email:	
% Time Employed by UTHSC-H:		% Time Employed by _____:	
% Contribution:		Note: The Office of Technology Management should be informed of any changes to the above information	

Name:			
Individual's contribution to the Work			
**Year of Birth:		School:	
Date of Death (if applicable)			
Title:			
Department:		Other Appointment (circle if applicable)	
Citizenship:		Clayton Other _____	
Work Address:		Home Address:	
Work Phone:		Home Phone:	
Work Fax:		Email:	
% Time Employed by UTHSC-H:		% Time Employed by _____:	
% Contribution:		Note: The Office of Technology Management should be informed of any changes to the above information	

Name:			
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Work Address:		Home Address:	
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Work Fax:		Email:	
% Time Employed by UTHSC-H:		% Time Employed by _____:	
% Contribution:		Note: The Office of Technology Management should be informed of any changes to the above information	

Name of Creator (from above) that should be the principal contact person:	
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3. FUNDING SOURCE:

Federal Funds	Percent:	Agency Name: Grant #:	
UTHSC-Houston Funds	Percent:	UTHSC-H Dept.:	
TEA Funds	Percent:	Program Name & contact person at TEA:	
Other Institutions	Percent:	Institution's Name:	
Other Sources	Percent:	Source Name: Contract #:	

4. Is a royalty sharing agreement between Creators in place? YES NO N/A

(Please visit <http://www.uth.tmc.edu/otm/forms/royaltysharing.html> for a sample agreement)

5. Have non-UTHSC-H Creators disclosed the Work to their respective institutions?
 YES NO N/A

6. DEVELOPMENT OF THE WORK

(a) How would you characterize the copyright Work? (i.e. a text, manual, motion picture, screen play, photo, software, etc.) _____

(b) Has the Work previously been copyrighted (i.e. is the new Work a more “updated” version or a new edition)? YES NO.

- If Yes:

Please briefly explain the differences, improvements, or material that has been added to this Work: _____

Please list the title of the previous work: _____

Please list the author(s) of the previous work: _____

Please list the copyright registration number: _____

Please list the date in which copyright registration was granted ___/___/____.

(c) Is the work a derivative or compilation of any other work(s)? (whether or not copyrighted or authored by Creators of this Work) YES NO.

- If Yes:

Please identify any preexisting work(s) that this Work is based on or incorporates:

Please list the title of the pre-existing work: _____

Please list the owner of the pre-existing work: _____

(d) Was any part of the Work developed as a “work- for- hire”? (A work- for- hire is a work created by an employee within the scope of employment or a work created by a contractor pursuant to a signed contract that explicitly characterizes the work as work- for -hire.) YES NO UNCERTAIN

- If Yes, or if you are uncertain, please explain:

(e) Please list the year in which the Work was completed _____. (Please make sure this year corresponds to the year printed on the Work, if applicable.)

(f) Please list the Day, Month, and Year of publication of the Work: ___/___/_____.

(g) Please list the nation where the Work was published _____.

(h) Do you anticipate subsequent versions of the Work? YES NO

(i) Do you anticipate producing the Work in any other form (i.e. web based, video, audio, screen play, etc.) YES NO

- If Yes, how? _____

(j) Is the Work to be used in conjunction with any other material? YES NO

- If Yes:

What material? _____

Has the material already been created? YES NO

If Yes:

Has the material previously been copyrighted? YES NO

If No:

Do you or any one else plan to register a copyright in that material as well?

YES NO

(k) Was any of this Work performed at UTHSC-H? YES NO

(l) Were any of the following used in the development of the Work:

UTHSC-H personnel, including yourself:

YES NO

UTHSC-H Facilities or Technical Support: (Laboratories, offices, etc.)

YES NO

UTHSC-H Equipment: (tools, computers, machinery, etc.)

YES NO

UTHSC-H Materials: (Supplies, etc.; if scrap, waste, or salvage materials were used, give estimated value of materials.)

___ YES ___ NO Estimated dollar value: \$ _____

(m) Estimated amount of UTHSC-H funds, other than salaries and wages, which were actually obligated or expended for the purpose of making the Work: \$ _____

(n) Contribution of time or services of other UTHSC-H employees (state approximate number of hours and type of assistance): ___ YES ___ NO

7. **COMMERCIALIZATION:** Please address the potential commercialization of the Work as follows:

(a) Commercial possibilities/value of the Work:

(b) A list of potential licensees and their contact information:

8. **COPYRIGHT PERMISSION:**

(a) **If any part of your Work is not original, you must obtain permission to use the borrowed work from the owner of the work (this may be different from the author). Please attach a copy of all signed permission forms to this disclosure along with a description of the borrowed work. You must obtain permission to use the work even if the work is not registered with the Copyright Office.**

To obtain a permission form/letter or for more information please visit:

<http://www.utsystem.edu/ogc/intellectualproperty/permisn.htm>

(b) To request permission to reprint a text passage or image from a University of Texas Press book please visit:

<http://www.utexas.edu/utpress/about/bpermission.html>

(c) To request permission to use information technology services material please visit:

<http://www.utexas.edu/its/forms/permissions.html>

9. **MULTIPLE COPIES AND DEPOSIT REQUIREMENT:**

- (a) Please submit at least four copies of the Work.
- Please make sure the Work is in the best form possible (i.e. the form in which you expect to publish or distribute it). This may include:
 - i. Color copies
 - ii. Current and up- to- date trademarks

- iii. VHS and DVD
- iv. Bound copies
- v. Etc.

* For works first published on and after March 1, 1989, use of the copyright notice is optional.

(b) If the Work is used for a specific year or grade level, please make sure this is evident on the cover of the Work.

(c) If the Work falls into one of the categories listed below, please *also* submit the additional required deposit material.

Type of Copyright Registration	Deposit Requirements
Motion Pictures & other audiovisual works	A one page synopsis of the Work.
Computer Programs	First 25 pages and the last 25 pages of source code along with the page containing the copyright notice, if any in hardcopy form. (You may block out trade secret portions but you must write a cover letter stating that the Work contains trade secrets. Where a Creator is unwilling to deposit any source code, you must state in writing that the Work as deposited in object code contains copyrightable authorship. The copyright office will then send a letter stating that registration has been made under its “rule of doubt” which warns that the office has not determined the existence of copyrightable authorship.) Please include a complete copy of any accompanying material such as operating software or instruction manuals. Please also include 2 hardcopies of the screen display(s) if Creators wish to protect this as well.
Online Works	A computer disk containing the entire Work which is clearly labeled with the title and Creator(s) name(s) along with a hardcopy of the Work as discussed in (a) above.
CD-ROM	A complete copy of any accompanying operating software and instructional manual(s) or user guide. Please also submit hardcopies of the content on the CD-ROM

(d) Depending on the type of work to be registered, the Office of Technology Management may request additional information, particularly where actual submission of the Work to the copyright office is impractical.

10. SIGNATURES:

I understand and agree that financial consideration from commercialization, if any, will be distributed pursuant to the University of Texas Health Science Center at Houston Intellectual Property Policy (“Policy”) and that the “percent contribution” listed in Section 2 for each Creator are the percentages to be used in allocating the Creator’s portion of any financial consideration received. These percentages cannot be changed after all Creators have signed this Disclosure Form without written agreement among all Creators.

As consideration for The University of Texas Health Science Center at Houston commercializing the Work, I agree to assign all of my rights in this Work to The University of Texas Health Science Center at Houston. By signing below, I represent that *all* Creators of the Work have been identified and the material to be registered with the Copyright Office is entirely original or I have attached the appropriate permission form(s) from the owner(s) of the borrowed material.

ALL UTHSC-H CREATORS LISTED ABOVE MUST SIGN THIS DISCLOSURE FORM.

Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

If necessary, please attach addition sheets for co-creators.

Please return this form along with any additional attachments that might further explain the Work to:

**THE OFFICE OF TECHNOLOGY MANAGEMENT
UCT 720, HOUSTON, TEXAS 77030
PHONE 713.500.3369
FAX 713.500.0331.**

FACSIMILE COPIES MUST BE CONFIRMED WITH A SIGNED ORIGINAL