



Intellectual Property Disclosure Form

Note: The purpose of this form is to allow a person, or persons, to announce research projects and claim a level of ownership. This form need only be filled out if the researcher wishes to negotiate an ownership agreement with the University that differs from the standards set forth in the University's Intellectual Property Policy and the faculty handbook. Researchers who create intellectual property without completing this form agree by default to accept all standards set forth in the University's Intellectual Property Policy and the faculty handbook. Authors may also want to complete this form simply to have a record of starting a project, those who are a part of the project, and/or percentage of work performed in said project.

1. Title of Research Project: _____

2. Researcher(s) / Author(s) / Inventors / Participants / Artists *(Herein known as "Researcher(s)")*

Name: _____	Name: _____
Dept.: _____	Dept.: _____
E-mail: _____	E-mail: _____
Phone: _____	Phone: _____
% of Contribution: _____	% of Contribution: _____

Name: _____	Name: _____
Dept.: _____	Dept.: _____
E-mail: _____	E-mail: _____
Phone: _____	Phone: _____
% of Contribution: _____	% of Contribution: _____

Name: _____	Name: _____
Dept.: _____	Dept.: _____
E-mail: _____	E-mail: _____
Phone: _____	Phone: _____
% of Contribution: _____	% of Contribution: _____

3. Are there any outside companies assisting or funding this project? Yes/No:

4. Give a narrative description of this project. Specify University Resources to be used for this project. *(Attach additional pages if necessary)*

5. Where and/or how will this idea be used/implemented? Include possible uses. *(Attach additional pages if necessary)*

6. Provide a schedule of research in months/years format. (Attach additional pages if necessary)

7. What, specifically, is expected to happen once research is complete? (Attach additional pages if necessary)

8. What percentage of intellectual property already dedicated to this project was brought to Southeastern prior to creating this document?

8a. Please explain this information/research, if any, and how you feel it should be handled in terms of any possible monies from this project's completion. (Attach additional pages if necessary)

9. How would you like the Intellectual Property aspect of this project to be handled?

- Researcher(s) agree to Southeastern's Intellectual Property Rules and Regulations and agree to them fully.
- Researcher(s) do not agree with Southeastern's Intellectual Property Rules and Regulations and wish to have this project brought before the Intellectual Property Committee.

Please explain the concerns and/or suggestions the researcher(s) would like to bring before the committee. (Attach additional pages if necessary)

10. Please sign below to state that all information, to the best of your knowledge, is true. By signing you are also affirming that you have been made aware of, and understand, Southeastern's Intellectual Property Rules and Regulations contained within this document and the faculty handbook. Sign Full Names:

Researcher: _____	Date: _____
Researcher: _____	Date: _____
Researcher: _____	Date: _____
Researcher: _____	Date: _____
Researcher: _____	Date: _____
Researcher: _____	Date: _____
Department Head as witness* _____	Date: _____

**If researcher(s) span departments, only one department head signature is required to act as witness.*