

Guidelines for the Administration of DASNR Intellectual Properties

Intellectual Property matters include Confidentiality Agreements (CAs), Material Transfer Agreements (MTAs), Invention Disclosures, Patent Applications, and any related documents. Each of these items are addressed individually below.

All IP documents should be submitted for DASNR approval through the Office of Sponsored Programs Administration (SPA). This will allow us to better track all documents, to maintain appropriate records, and to ensure that they are given the appropriate attention.

MATERIAL TRANSFER AGREEMENTS & CONFIDENTIALITY AGREEMENTS:

- All MTAs involving material received by OSU should be forwarded by the lead scientist via his or her department head to SPA to obtain the authorized university representative's signature on behalf of the University.
- All MTAs involving material supplied by OSU to an outside individual or agency will be initiated by SPA. The lead scientist will contact the SPA via his or her department head to request initiation of the MTA.
- If you anticipate interacting with any company or organization in a way that will require the exchange or discussion of confidential information, you should contact SPA to help determine if a CA is required or advised.
- If any company or organization asks you to sign a CA, contact SPA, who will work with them to obtain a draft copy of the CA so that it can be reviewed and/or signed by the appropriate DASNR and University officials prior to any confidential information being exchanged.
- All CAs, whether they are initiated by OSU/DASNR or by another company or organization, should be reviewed by SPA. Once DASNR approval is obtained, SPA will forward the CA to the Office of Intellectual Property Management to process for institutional signature.
- SPA will maintain a log and file of all CAs and MTAs processed through DASNR.

INVENTION DISCLOSURES, PATENT APPLICATIONS, LICENSE AGREEMENTS AND RELATED DOCUMENTS:

- All Invention Disclosures should be submitted to SPA where they will be logged and files established. The disclosures will then be forwarded to the Director of Fiscal Affairs, the Assistant Director for Research, and the Associate Director for Research for review.

- After the Dean's Office has approved and signed the invention disclosure, you will be provided with a signed copy, and the original will be forwarded to the Office of Intellectual Property Management.
- Any correspondence related to the patent application process, claims, and maintenance should also be provided to SPA.
- License Agreements should also be submitted to SPA where they will be logged and files established. The agreement will then be forwarded to the Director of Fiscal Affairs, the Assistant Director for Research, and the Associate Director for Research for review. The Director of Fiscal Affairs will manage any negotiation of license agreements, coordinating with the inventor/ faculty, the SPA, the Asst/Assoc Director, the Office of Intellectual Property Management, and any legal counsel.

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