**Boise State University**

**Creation of Works Disclosure Form Instructions**

1. The Creation of Works Disclosure Form (“**CWDF**”) is the first step in a process that could potentially lead to commercialization of your creation. It is designed to elicit information to aid in the reporting of creations to appropriate outside parties, in evaluating whether to pursue copyright protection for the creation, and gathering information on potential licensing opportunities.
2. In completing the CWDF, please use layperson’s language, but be aware the form is an important legal document. Care should be taken in its preparation. The information contained in the document is maintained in confidence by the Vice President for Research and Economic Development (“**VPRED**”) and the Office of Technology Transfer (“**OTT**”), and normally will not be released to others except with attorney-client privilege, to research sponsors as required by contract, or under appropriate secrecy agreements, until a copyright application is filed, the information is published, a determination not to file a copyright application is made, or as may be required by law. The information contained herein should not be disclosed to others outside the University without the approval of VPRED or OTT.
3. Use the following guidelines while completing the CWDF:
* Provide as much detailed information about the creation as possible, citing all relevant sponsorship and publication information. This enables VPRED/OTT and inside/outside counsel to determine if copyright protection is appropriate for the creation, as well as identify possible opportunities for commercialization.
* When identifying creators, use the broadest spectrum possible. OTT and counsel will work with you to determine legal creators.
1. A Word version template is provided for your convenience; **do not edit the template.**
2. Return the completed and fully signed form (including witness signature) and requested documentation to OTT at techtransfer@boisestate.edu.

**Process Diagram:** Creators’ steps in blue — OTT’s steps in orange.



For more information, please visit our website at <https://www.boisestate.edu/research-ott/forms-policies/>.

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Please expand this form as necessary.

1. **Creation Title**

[Add Text Here]

1. **Description**

Provide a short, general layperson’s overview of the creation and how it works.

[Add Text Here]

1. **Technical Description, Details and Supporting Data**

Provide results, data, or other evidence demonstrating how the creation works. Any papers or visual material that you may already have, published or unpublished, should be attached as an answer to this question.

[Add Text Here]

1. **Dates of conception and reduction to practice**

**Conception** is the formulation in the mind of the creators of the ultimate working creation. **Reduction to practice** may be accomplished by the physical creation in a fixed tangible form.

**4(a). Conception of Creation (date and details). Is this date documented in writing? If so, where?**

[Add Text Here]

**4(b). First reduction to practice (date and details):**

[Add Text Here]

1. **Is work on the subject of this disclosure continuing?** Describe the stage of development (concept only, beta tested, App or software developed, prototype, etc.) and briefly indicate what further development may be necessary to commercialize it.

[Add Text Here]

1. **Why is the subject of this disclosure better or more advantageous than present creation?** What are its

 novel or unusual features? What problems does it solve?

[Add Text Here]

1. **What are the immediate and/or future applications?**

[Add Text Here]

7a. Identify companies/organization that you think could benefit from the use of this creation.

[Add Text Here]

7b. Provide any market research and information related to potential licensing opportunities that you’ve identified.

[Add Text Here]

1. **Have any of the creators disclosed this creation? Disclosures include, but are not limited to, an abstract, paper, talk, presentation at a conference or conversations at a conference, news story or thesis, or to an industrial representative.**

[Add Text Here]

* Type of disclosure (please provide a copy):

[Add Text Here]

* Disclosure date:

[Add Text Here]

* Names or companies and their representatives:

[Add Text Here]

1. **Is publication or other disclosure planned in the next six months?**

[Add Text Here]

* Type of disclosure:

[Add Text Here]

* Anticipated publication date:

[Add Text Here]

1. **Has there been any public use or offers for sale of products embodying the subject of this disclosure?**

Describe and give dates:

[Add Text Here]

1. **Are you aware of related developments by others, such as other research institutions or companies?**  If yes, please give citations. Please provide copies of relevant abstracts or publications.

[Add Text Here]

# Does the creation or work of authorship contain, reveal, or make use of information that was received

**from an external source under a Confidential Disclosure Agreement?** Please provide details:

[Add Text Here]

1. **Is any part of the creation based upon open source code?**

[Add Text Here]

1. **Was the creation made with use of, or does it have a continuing dependence on, tangible material,**

**including biological material, that was received from an external source under a Material Transfer**

**Agreement?** Please provide details:

[Add Text Here]

1. **Was the creation conceived in the performance of work under any sponsorship (sponsorship can be in the form of a sponsored research agreement, grant or contract from a government agency such as NIH, NSF, etc., corporation, or not-for-profit private foundation)?** Obligations to such sponsors may exist. Please provide the following information for each sponsor:

[Add Text Here]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **External or Internal Sponsor** | **Sponsor Name** | **Contract/Grant Number** | **Principal Investigator** | **Period of Funding** | **OSP Proposal Number or Dept. ID** |
| [ ]  External[ ]  Internal | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  |
| [ ]  External[ ]  Internal | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  |
| [ ]  External[ ]  Internal | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  |
| [ ]  External[ ]  Internal | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  | [Add Text Here]  |

If no contract or grant, was there significant use of BSU administered funds or facilities? Creations developed by employees either in conjunction with or aside from their University employment with assistance from University funds, or assistance from University staff, equipment, or facilities shall be the property of the creator but licensed to the University. The minimum terms of such license shall grant the University the right to use the original work in its internally administered programs of teaching, research, and public service on a perpetual, royalty-free, and non-exclusive basis. The University shall be entitled to a share in any royalties from the work. **Disclosure of Boise State University resources is required. Failure to fully and accurately disclose the use of Boise State University resources may result in sanctions up to and including dismissal from employment.** Please refer to [University Intellectual Property Policy No. 1090](https://www.boisestate.edu/policy/governance-legal/intellectual-property/)for guidelines.

Was this creation developed with University resources?

[ ] No, [ ]  Yes**.**  If yes**,** list details:

[Add Text Here]

**Contributors to the Creation**

List all those who helped contribute to the conception of the ultimate working creation. The people you include ultimately may or may not be legal creators. **The contributors to whom correspondence should be sent should be marked with an asterisk and complete contact information should be provided.** If any person holds a sole or joint appointment with any other university, company, or governmental agency, please note that fact. Attach additional sheets as needed.

**Primary Contributor:**

|  |  |
| --- | --- |
| Last Name | [Add Text Here] |
| First Name: | [Add Text Here] |
| Employer: | [Add Text Here] |
| Department: | [Add Text Here] |
| Work Phone Number: | [Add Text Here] |
| Email Address: | [Add Text Here] |
| Campus Mail Stop: | [Add Text Here] |
| Home Address: | [Add Text Here] |
| Home Phone Number: | [Add Text Here] |
| Approximately what percentage of the overall creation was created by you? (Percentage created by you and all co-contributors cannot exceed 100%.) | [Add Text Here] |

**Co-Contributors:**

|  |  |
| --- | --- |
| Last Name | [Add Text Here] |
| First Name: | [Add Text Here] |
| Employer: | [Add Text Here] |
| Department: | [Add Text Here] |
| Work Phone Number: | [Add Text Here] |
| Email Address: | [Add Text Here] |
| Campus Mail Stop: | [Add Text Here] |
| Home Address: | [Add Text Here] |
| Home Phone Number: | [Add Text Here] |
| Approximately what percentage of the overall creation was created by you? (Percentage created by you and all co-contributors cannot exceed 100%.) | [Add Text Here] |

|  |  |
| --- | --- |
| Last Name | [Add Text Here] |
| First Name: | [Add Text Here] |
| Employer: | [Add Text Here] |
| Department: | [Add Text Here] |
| Work Phone Number: | [Add Text Here] |
| Email Address: | [Add Text Here] |
| Campus Mail Stop: | [Add Text Here] |
| Home Address: | [Add Text Here] |
| Home Phone Number: | [Add Text Here] |
| Approximately what percentage of the overall creation was created by you? (Percentage created by you and all co-contributors cannot exceed 100%.) | [Add Text Here] |

Each creator must sign and date this CWDF. **Additionally, the disclosure must then be read and signed by a witness who understands it.**

**Signature of Primary Contributor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Add Text Here]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name

[Add Text Here]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Witness Signature (REQUIRED):**

Disclosed to and understood by me this [Day]

 day of [Month], 20[Year].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Add Text Here]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name

Department Chair, Business Manager, or other employee familiar with Department resources used who can verify whether significant University resources were used.

**Signatures of Additional Contributors:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Add Text Here]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name

[Add Text Here]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Add Text Here]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name

[Add Text Here]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Please email a PDF copy of this CWDF and all supporting documents to** **techtransfer@boisestate.edu****.**