

Date

TO: [Future Faculty Member's Name]

FROM: [Dean/Director or Designee's Name]

SUBJECT: Invention Disclosure and Assignment Agreement

The University of Hawai'i's policies and procedures relating to intellectual property rights are in the reference section of the *1995-1999 Agreement between UHPA and the Board of Regents of the University of Hawai'i* ("*Agreement*") or at the University's website.¹ Since these policies apply to you and your work at the University, you should familiarize yourself with these policies and procedures. Two of the provisions require that you:

- promptly report and fully disclose in writing to the University of Hawai'i all inventions, whether patentable or not, which are conceived OR first reduced to practice in whole or in part in the course of your work at the University of Hawai'i OR through your use of any University of Hawai'i facility or resources; and
- assign to the University of Hawai'i all your rights, title and interest in invention(s) subject to the University of Hawai'i's policies and procedures, and to execute and deliver to the University of Hawai'i all declarations, assignments, powers of attorney or other documents as may be necessary in the course of invention evaluation, patent prosecution, protection of patent rights, licensing or any other activity associated with such invention unless special arrangements have been approved by the Senior Vice President for Research.

I acknowledge receipt of the *Agreement* and the University of Hawai'i Patent and Copyright Policy.

Name (please print or type): _____

Signature: _____ Date: _____

¹ The policies and procedures are available in the reference section of the *1995-1999 Agreement between UHPA and the Board of Regents of the University of Hawai'i* and at <http://www.hawaii.edu/svpa>, as follows:

- University of Hawai'i Patent and Copyright Policy (Title 20, Hawai'i Administrative Rules, Chapter 3) @ <http://www.hawaii.edu/svpa/ar/arch3.pdf>;
- Administration of the Patent and Copyright Policy (Systemwide Executive Policy E5.500) @ <http://www.hawaii.edu/svpa/ep/e5/e5500.pdf>;
- Procedures for Invention Identification, Disclosure and Reports Under State Funding (Systemwide Administrative Procedure A5.500) @ <http://www.hawaii.edu/svpa/apm/a500/a5500.pdf>;
- Procedures for Invention Identification, Disclosure and Reports Under Extramural Contract Patent Clauses (Systemwide Administrative Procedure A5.502) @ <http://www.hawaii.edu/svpa/apm/a500/a5502.pdf>.

Date

TO: [Current Faculty Member's Name]

FROM: [Dean/Director or Designee's Name]

SUBJECT: Invention Disclosure and Assignment Agreement

This is to remind you of the University's policies and procedures relating to intellectual property rights. You should have copies of these documents; however, if you do not, please contact me for copies; or you may find them in the reference section of the *1995-1999 Agreement between UHPA and the Board of Regents of the University of Hawai'i* or at the University's website.¹ Since these policies apply to you and your work at the University, you should familiarize yourself with these policies and procedures. Two of the provisions require that you:

- promptly report and fully disclose in writing to the University of Hawai'i all inventions, whether patentable or not, which are conceived OR first reduced to practice in whole or in part in the course of my work at the University of Hawai'i OR through my use of any University of Hawai'i facility or resources; and
- assign to the University of Hawai'i all your rights, title and interest in invention(s) subject to the University of Hawai'i's policies and procedures, and to execute and deliver to the University of Hawai'i all declarations, assignments, powers of attorney or other documents as may be necessary in the course of invention evaluation, patent prosecution, protection of patent rights, licensing or any other activity associated with such invention unless special arrangements have been approved by the Senior Vice President for Research.

Should you have any questions, please feel free to contact me.

c: Employee's official personnel file

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- University of Hawai'i Patent and Copyright Policy (Title 20, Hawai'i Administrative Rules, Chapter 3) @ <http://www.hawaii.edu/svpa/ar/arch3.pdf>;
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- Procedures for Invention Identification, Disclosure and Reports Under State Funding (Systemwide Administrative Procedure A5.500) @ <http://www.hawaii.edu/svpa/apm/a500/a5500.pdf>;
- Procedures for Invention Identification, Disclosure and Reports Under Extramural Contract Patent Clauses (Systemwide Administrative Procedure A5.502) @ <http://www.hawaii.edu/svpa/apm/a500/a5502.pdf>.

**UNIVERSITY OF HAWAII'
INVENTION DISCLOSURE AND ASSIGNMENT AGREEMENT**

I have received copies of University of Hawai'i policies and procedures relating to invention disclosure¹.

- I agree to promptly report and fully disclose in writing to the University of Hawai'i all inventions, whether patentable or not, which are conceived OR first reduced to practice in whole or in part in the course of my work at the University of Hawai'i OR through my use of any University of Hawai'i facility or resources.
- I agree to assign to the University of Hawai'i all my rights, title and interest in invention(s) subject to the University of Hawai'i's policies and procedures, and to execute and deliver to the University of Hawai'i all declarations, assignments, powers of attorney or other documents as may be necessary in the course of invention evaluation, patent prosecution, protection of patent rights, licensing or any other activity associated with such invention. If special arrangements have been approved by the Senior Vice President for Research, it should be indicated below.

Name (please print or type): _____

Signature: _____ Date: _____

¹ The policies and procedures are as follows:

- University of Hawai'i Patent and Copyright Policy (Title 20, Hawai'i Administrative Rules, Chapter 3) @ <http://www.hawaii.edu/svpa/ar/arch3.pdf>;
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- Procedures for Invention Identification, Disclosure and Reports Under State Funding (Systemwide Administrative Procedure A5.500) @ <http://www.hawaii.edu/svpa/apm/a500/a5500.pdf>;
- Procedures for Invention Identification, Disclosure and Reports Under Extramural Contract Patent Clauses (Systemwide Administrative Procedure A5.502) @ <http://www.hawaii.edu/svpa/apm/a500/a5502.pdf>.