

University of Oregon

Innovation Partnership Services

Software and Digital Media Registration

Use this registration form to identify and describe a University of Oregon research project's software or digital media to Innovation Partnership Services (IPS). Please fill out this form only after discussing your project's work and goals with a member of the UO IPS team.

Purpose of Software and Digital Media Registration

By completing this form, you help the University of Oregon partner with you to establish an intellectual property management and distribution plan. This information helps Innovation Partnership Services document and secure intellectual property rights and fulfills obligations to external sponsors of your research. This information may also be used to register copyrights with the US Copyright Office if appropriate.

Submitting the Software and Digital Media Registration

All contributors sign individual certifications in this form. The principal investigator is also asked to certify the overall form and should therefore sign last.

When you have discussed your project with a team member and completed the form:

1. Return a hard copy of the completed and signed form to:
Innovation Partnership Services
1238 University of Oregon
Eugene, OR 97403-1238
2. E-mail or send a CD or diskette with the source code for the software or digital work that the project has created (this is for archival purposes).
3. E-mail any other relevant documents to the IPS team member you are working with. *Supporting documents may include licenses, permissions, grant and funding contracts, publications about the software/digital work, and correspondence with collaborators. Electronic copies of these supporting documents are preferred, but if necessary hard copies are fine.*
4. If this process poses difficulties for the proposed contributors, please contact Innovation Partnership Services for alternate means of submitting disclosure documents.

University of Oregon
Innovation Partnership Services
Software and Digital Media Registration

Innovation Partnership Services Use Only

Date Received: _____

Ref. Number: _____

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1 Title of Software/Digital Work

- a. Title of this software/digital work (include version or release number):
- b. Previous or alternative title used to describe the work outside the project:

2 Description

- a. Brief layperson's description of the function and use of this software/digital work:
- b. Computer language and/or proprietary application used to create this software/digital work:
- c. Is there an interface (screen display) designed for end users? Yes No
If yes, indicate what elements the interface includes: Text Graphics Video
 Sound or music Logos Other
- d. Description of software/digital work process, modules, or structure. Please provide a separate document with a flow chart of the file structure for software including a description of key modules in the program.
- e. Does this software/digital work supplement another software/digital work? Yes No
If yes, name this other work, and explain the relationship between this software/digital work and the other one:
- f. Is this software/digital work a revision of another software/digital work? Yes No
If yes, name the other work(s) and associated authors, and describe the nature of the revisions:
- g. Describe how and when this software/digital work was created:
- h. Does this software/digital work require any specific applications to run?
- i. Please provide a copy of the source code for the software/digital work (on CD or by email).

3 Funding Sources

Please indicate all funding sources that supported the work leading to this software/digital work and, if available, attach electronic copies of funding proposals that were awarded and gift letters.

a. Funding from the University of Oregon:

Funding Source	Sponsor Name	Dates of Funding	Title of the Funded Project
<input type="checkbox"/> University of Oregon initiatives			
<input type="checkbox"/> Academic unit funds (examples: department, school, center)			
<input type="checkbox"/> Other			

b. Funding from external sponsors:

Funding Source	Sponsor Name	Dates of Funding	Grant/Contract Number
<input type="checkbox"/> Grants			
<input type="checkbox"/> Government (examples: federal, state)			
<input type="checkbox"/> Non-profit or foundation			
<input type="checkbox"/> Industry			
<input type="checkbox"/> Contracts/Subcontract			
<input type="checkbox"/> Government (examples: federal, state)			
<input type="checkbox"/> Non-profit or foundation			
<input type="checkbox"/> Industry			
<input type="checkbox"/> Gifts			
<input type="checkbox"/> Government (examples: federal, state)			
<input type="checkbox"/> Non-profit or foundation			
<input type="checkbox"/> Industry			
<input type="checkbox"/> Other			

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4 Roster of Principal and Proposed Contributors

Name of the Principal Contributor:

Name(s) of other Proposed Contributors:

5 Proposed Contributors Information and Certification

a. Principal Investigator

Name: _____ Work telephone: _____
Title: _____ Work e-mail: _____
Department: _____ Year born (optional): _____
Mail stop: _____ Citizenship: _____
Employment status during project (check all that apply): Faculty Staff Student
 Visiting Scholar US Government Employee Other

- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? Yes No
If yes, check all that apply: Software Pre-existing content such as clip art, text, or data
 Design/Layout Other

Principal Investigator's Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.
- I verify that the contributions that the proposed authors have described are true and accurate to the best of my knowledge.

Signature: _____

Name: _____ Date: _____

b. Proposed Contributor

Name: _____ Work telephone: _____
Title: _____ Work e-mail: _____
Department: _____ Year born (optional): _____
Mail stop: _____ Citizenship: _____
Employment status during project (check all that apply): Faculty Staff Student
 Visiting Scholar US Government Employee Other

- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? Yes No
If yes, check all that apply: Software Pre-existing content such as clip art, text, or data
 Design/Layout Other

Proposed Contributor's Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: _____

Name: _____ Date: _____

c. Proposed Contributor

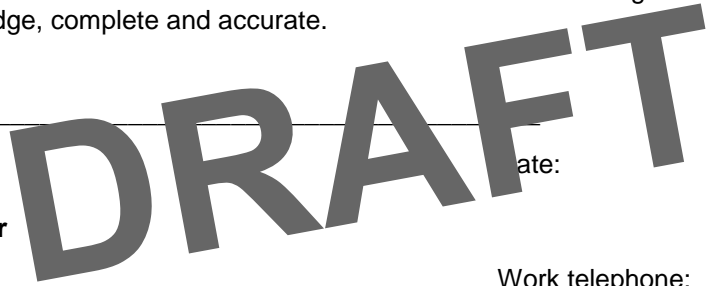
Name: _____ Work telephone: _____
Title: _____ Work e-mail: _____
Department: _____ Year born (optional): _____
Mail stop: _____ Citizenship: _____
Employment status during project (check all that apply): Faculty Staff Student
 Visiting Scholar US Government Employee Other

- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? Yes No
If yes, check all that apply: Software Pre-existing content such as clip art, text, or data
 Design/Layout Other

Proposed Contributor’s Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: _____
Name: _____ Date: _____



d. Proposed Contributor

Name: _____ Work telephone: _____
Title: _____ Work e-mail: _____
Department: _____ Year born (optional): _____
Mail stop: _____ Citizenship: _____
Employment status during project (check all that apply): Faculty Staff Student
 Visiting Scholar US Government Employee Other

- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? Yes No
If yes, check all that apply: Software Pre-existing content such as clip art, text, or data
 Design/Layout Other

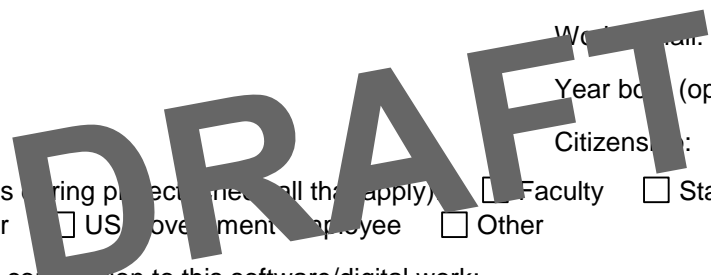
Proposed Contributor’s Certification

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Signature: _____
Name: _____ Date: _____

e. Proposed Contributor

Name: _____ Work telephone: _____
Title: _____ Work e-mail: _____
Department: _____ Year born (optional): _____
Mail stop: _____ Citizenship: _____
Employment status during project (check all that apply): Faculty Staff Student
 Visiting Scholar US Government Employee Other



- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? Yes No
 If yes, check all that apply: Software Pre-existing content such as clip art, text, or data
 Design/Layout Other

Proposed Contributor's Certification

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Signature: _____

Name: _____ Date: _____

f. Proposed Contributor

Name: _____ Work telephone: _____
Title: _____ Work e-mail: _____
Department: _____ Year born (optional): _____
Mail stop: _____ Citizenship: _____
Employment status during project (check all that apply): Faculty Staff Student
 Visiting Scholar US Government Employee Other

- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? Yes No
 If yes, check all that apply: Software Pre-existing content such as clip art, text, or data
 Design/Layout Other

Proposed Contributor's Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: _____

Name: _____ Date: _____

g. Proposed Contributor

Name: _____ Work telephone: _____
Title: _____ Work e-mail: _____
Department: _____ Year born (optional): _____
Mail stop: _____ Citizenship: _____
Employment status during project (check all that apply): Faculty Staff Student
 Visiting Scholar US Government Employee Other

- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? Yes No
If yes, check all that apply: Software Pre-existing content such as clip art, text, or data
 Design/Layout Other

Proposed Contributor's Certification

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Name: _____ Date: _____

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