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Instructions for All CORNELL DEPARTMENTS except Weill Cornell Medical College

Who must complete this form: This form must be signed by anyone receiving an appointment with an academic title whether the appointment is paid or unpaid. It must also be signed by graduate students appointed on research assistantships, graduate research assistantships, fellowships, and training grants.¹ See Policy 1.5 Inventions and Related Property Rights.²

Where to send the completed form: For academic appointments, submit the form to HRIS Records Administration along with other appointment documents. For graduate student appointments, submit the form to the Office of the Vice Provost for Research, 222 Day Hall.

Important Note: Except for graduate assistantship appointments, HRIS Records Administration cannot process an appointment until it receives this form. Modifications to this form are not permitted.

Appointees having a principal employer other than Cornell: Individuals having a principal employer other than Cornell University and whose pre-existing invention and property rights agreement conflicts with Cornell's policy may be eligible to sign an alternate form. Please contact Patricia A. McClary, Associate University Counsel, at pam4@cornell.edu or 607-255-5124.

Questions about the use of this form should be directed to the Office of the Vice Provost for Research at vp_research@cornell.edu or 607-255-7200.

INVENTIONS AND RELATED PROPERTY RIGHTS ACKNOWLEDGEMENT

The full text of Cornell University Policy 1.5 Inventions and Related Property Rights is available at the University Policy Office web site <http://www.policy.cornell.edu/PolicyHome.cfm>. The policy includes the following provisions:

1. That any invention or discovery made in furtherance of my University responsibilities and/or with the use of University resources (including but not limited to the performance of a grant, contract, award or gift made to the University by any external agency), shall belong to the University, and be subject to the provisions of the Policy as amended from time to time.
2. That any discovery or invention be disclosed promptly in writing to the University through the Cornell Center for Technology, Enterprise and Commercialization.
3. That license revenue is shared between the University and inventors in accordance with the revenue distribution section of the Policy.

I have read and understand the above.

Signed: _____ Date: _____

Printed Name: _____

Position Title: _____

Department: _____

¹ Academic titles are those identified as such by the Academic Personnel Policy Office (contact mve1@cornell.edu) and include clinical and affiliation appointments and those with modified titles (visiting, adjunct, courtesy, etc.). Graduate student titles include those assigned to students on research assistantships, graduate research assistantships, fellowships, and training grants, among others. For guidance on graduate student titles, contact the Graduate School (ssh2@cornell.edu).

² Policy 1.5 Inventions and Related Property Rights is available at the University Policy Office web site <http://www.policy.cornell.edu/PolicyHome.cfm>