

Date: January 14, 2008
To: HR Community
From: HRIS Records Administration
Re: Implementation of the Inventions and Related Property Rights Acknowledgement form (successor of the Patent Agreement)

Today the University Policy Office announced the release of Cornell Policy 1.5 Inventions and Related Property Rights. The responsible executive for this policy is the Office of the Vice Provost for Research. This policy requires all individuals in academic positions and graduate students per below to complete the new *Inventions and Related Property Right Acknowledgement* form. Specifically, the policy states:

“Each individual receiving a university appointment to an academic position, including clinical and affiliation appointments and those with modified titles (visiting, adjunct, courtesy, etc.), graduate students appointed on research assistantships, graduate research assistantships, fellowships, and training grants, and certain nonacademic positions as may be designated by the Vice Provost for Research, must execute a form acknowledging awareness of the terms of this policy. (See Forms and Tools.) Initiation of the university appointment is conditioned on completion and submission of this form.

This form replaces the “Patent Agreement.” **The new form is mandatory for all applicable appointments as outlined above.** At this time no non-academic titles have been identified. For all units other than Weill Cornell Medical College, the policy directs Records Administration to hold applicable appointments (and therefore pay and benefits) until we receive the signed *Inventions and Related Property Rights Acknowledgement* form. Weill Medical College will implement its own administrative processes for completion of the Acknowledgement form.

Therefore, effective February 1, 2008, Records will not process an HR-Online transaction for applicable appointments without an *Inventions and Related Property Rights Acknowledgement* form. (For graduate students, see further information below).

To clarify, HR-Online transactions for applicable new appointments that are submitted through HR-Online on February 1, 2008, and beyond must include a signed Inventions and Related Property Rights Acknowledgement form with the supporting documentation. Current appointees in the categories above whose appointments will be renewed February 1, 2008, or later, are required to complete the new Acknowledgement form at the time of reappointment. Once a signed Acknowledgement form is on file with HRIS Records, an individual should not be asked to sign again upon reappointment, unless there is a break in service of 6 years or greater. HR-Online transactions submitted before February 1, 2008, do not require the form.

In order to prevent this new requirement from holding up data entry into PeopleSoft, we recommend that hiring departments adjust their procedures to include a copy of the form when you send the individual the offer letter, and to require its completion at the time the

individual accepts the offer. The form and further information are online at <http://www.research.cornell.edu/VPR/policies/default.html>.

While we prefer you include the signed Acknowledgement form with the rest of the supporting documents you send to Records, we will also accept the signed form independent of the other supporting documents. You may send the form to Records by Campus Mail, U.S. mail, Fax, or OHR DropBox (available at HR-Online). It is acceptable for the individual to fax the signed form to the department and for the department to in turn submit the faxed copy of the form to Records. ***Please remember that we cannot process the appointment until we receive the form.***

Graduate students appointed to research assistantships, graduate research assistantships, fellowships, and training grants are required to sign an Acknowledgement form. Graduate Field Assistants are responsible for sending the completed form to the Office of the Vice Provost for Research (OVPR). Note: Due to the unique timing of some graduate student appointments, HR Records Administration will process graduate student appointment forms in advance of the receipt of the Acknowledgment form by the OVPR.

Individuals having a principal employer other than Cornell University and who have a pre-existing invention and property rights agreement with their employer that conflicts with the terms of Cornell's inventions policy may be eligible to sign an alternate form. In these cases, please contact Patricia A. McClary, Associate University Counsel, at pam4@cornell.edu or 607-254-5124.

Individuals having a primary appointment at Weill Medical College should complete the version of the form specifically designed for Weill. They do not have to complete the form again for an “information only” or secondary appointment to another Cornell department.

Please contact the Office of the Vice Provost for Research (vp_research@cornell.edu or 607-255-7200) regarding questions about the form and the policy

Please contact the Graduate School for questions about handling of forms for graduate students.

Questions related to this announcement may be directed to your HRIS Records Administration Representative.