

IP/2 INTELLECTUAL PROPERTY INCOME DISTRIBUTION FORM



Isis project number:

(IP2 02-02-09)

This summary form should be completed by all contributors to a new invention or other form of intellectual property. Individual contributors who are members of the University of Oxford (employee, student, visitor, retired employee) must each also complete Form IP/1.

HOW TO COMPLETE THIS FORM:

Oxford contributors: You need to sign and date this form in **TWO** places: in the table below on page 1 to show you agree with the % revenue share, and against your personal details on page 2.

External contributors: You need to sign and date this form on page 1 to show you agree with the % revenue share but you do not need to fill in the personal details on page 2.

1. The University of Oxford's Statutes and Decrees require researchers who contribute jointly to intellectual property to agree between themselves the proportion of exploitation income to which each will be entitled from the net revenue payable to researchers under the University's revenue-sharing scheme.
2. Contributors are asked to state below the relative percentage share of researchers' benefits due to each.
3. The percentage shares will be used to assist the University's negotiation of revenue-sharing agreements with external sponsors of research who supported the work which led to the creation of the intellectual property in question (where such sponsors require a revenue share).
4. The percentage shares will also be used as the basis for revenue-sharing arrangements between the University and other collaborating institutions, where one or more of the contributors to the intellectual property are employed by (or are students of) another university.

Working title of intellectual property:

If there is a patent application, please give the patent application number and the patent title:

.....

We, the undersigned, agree that our individual contributions to the intellectual property named above were, at the time of signature, as follows:

Name	Percentage Contribution	Inventor or Contributor? ¹ Specify which. If a software project, please also specify all Software Authors	SIGNATURE	Date
Total	100%			

¹ Inventors must be legal inventors according to the definition in patent law (please ask your project manager for guidance if necessary). Contributors should have made a significant and identifiable contribution to the intellectual property. Software Authors are those who actually wrote the code and thereby created the copyright.

Royalties can be distributed only after this form has been completed. University employees and ex employees will be paid via the University payroll (net) or by cheque (gross), depending on their status and/or contract of employment. Inventors who have never been employed by the University will be sent a cheque for the royalty less tax at the basic rate but no national insurance will be deducted. Alternatively, they may be paid via their employing institution, depending on revenue-sharing arrangements with the collaborating institution.

THE UNIVERSITY CAN ONLY PAY MONEY TO YOU IF IT KNOWS WHERE TO FIND YOU. THE UNIVERSITY WILL USE ALL REASONABLE ENDEAVOURS TO FIND YOU IF MONEY IS DUE TO YOU, BUT IF THE UNIVERSITY CANNOT SUCCEED IN FINDING YOU AFTER SIX MONTHS YOU MAY LOSE YOUR ENTITLEMENT.

Notes:

1. Please give a permanent home address if you are in temporary accommodation.
2. All changes of address (including email address) should be notified to: University of Oxford, Finance Division, 23-28 Hythe Bridge Street, Oxford OX1 2ET or by email to royalties@admin.ox.ac.uk quoting the Isis project number.

Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Please inform us of any change of address	Please inform us of any change of address
Nationality:	Nationality:
Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:	Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:
Date of birth:	Date of birth:
SIGNATURE:	SIGNATURE:
Date:	Date:
Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Please inform us of any change of address	Please inform us of any change of address
Nationality:	Nationality:
Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:	Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:
Date of birth:	Date of birth:
SIGNATURE:	SIGNATURE:
Date:	Date:

Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Please inform us of any change of address	Please inform us of any change of address
Nationality:	Nationality:
Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:	Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:
Date of birth:	Date of birth:
SIGNATURE:	SIGNATURE:
Date:	Date:
Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Please inform us of any change of address	Please inform us of any change of address
Nationality:	Nationality:
Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:	Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:
Date of birth:	Date of birth:
SIGNATURE:	SIGNATURE:
Date:	Date:
Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Please inform us of any change of address	Please inform us of any change of address
Nationality:	Nationality:
Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:	Have you ever been employed by Oxford University? Yes/No If yes, please give employee number:
Date of birth:	Date of birth:
SIGNATURE:	SIGNATURE:
Date:	Date:

For completion by Research Services

1. Do University Statutes pre- or post-2000 apply?

Pre-2000 / Post-2000 (delete as appropriate)

2. Please confirm that:

(a) There are no entitlements to third-party research funders or collaborators; *or*

(b) There is a revenue-sharing arrangement with third-party research funders or collaborators detailed as follows (if appropriate, a copy of the relevant agreement is enclosed):

3. Revenue sharing arrangements, if appropriate, negotiated by:

Research Services Officer (or Isis project manager, where applicable) _____

4. Which Department(s) have an entitlement to revenue sharing under bands 2 and 3 of Statute? If more than one Department, give the relative percentage entitlement between them.

Department	Percentage
Total	100%

5. Please give any other relevant information to help Finance in distributing any revenues.

Signed on behalf of Research Services

Date _____