

PASSHE Tech Transfer - Student processes

February 27, 2009

Situation 1. and 2.

1. Student receives **Material Support** from the University, including material support for work for academic credit.

2. Student receives **Faculty Collaboration** Beyond the Standard.

SEQUENTIAL STEPS:

1. Student receives approval or finalizes arrangements with academic department or faculty for Material support or Faculty Collaboration beyond the standard. (See definitions)
2. Approving authority (i.e. the department chair or director, faculty advisor) provides student with the “**Student Intellectual Property, Technology Transfer & Commercialization Guide for PASSHE Universities**” and secures student’s signature on a Student Intellectual Property Agreement with the University (that is, Form 1).
3. Approving authority forwards the Students forms to the Authorized University Officials or designee.
4. Student participates in research and makes or contributes to a discovery or invention.
5. Student completes invention disclosure or signs Principal Investigator’s disclosure as a “co-Inventor” (Appendix E-1 or E-2).
 - a. After-the- fact determination of “Beyond the Standard” may occur frequently. When a student is named as an inventor on a disclosure it is imperative to determine if they are a PASSHE Employee or a PASSHE student who received Material Support of Faculty Collaboration beyond the standard. The correct agreements are then secured from the student before proceeding.
6. University (using PSRF services) evaluates the invention for commercial potential and patentability.
7. **Student’s interest in the invention is assigned to the University or University “releases” to the student.**

PASSHE Tech Transfer - Student processes

February 27, 2009

Situation 3. “Special situations” where a student participates in a class assignment for credit and the resulting Intellectual Property must be assigned to the University or external sponsor.

SEQUENTIAL STEPS:

1. Instructor secures the Sponsor’s signature on “Student Research Sponsorship Agreement” (Form 3); forwards it to the Authorized University Officials or designee.
2. Sponsor and University reach agreement on ownership of any IP created by the assignment University? or Sponsor?
3. Instructor presents the assignment to the class.
4. All students have the right to opt-out of the assignment and to receive other, equivalent, for-credit class work.
5. Students who opt-in for the assignment receive the “Student Intellectual Property, Technology Transfer & Commercialization Guide for PASSHE Universities” and sign the “Student Intellectual Property Agreement” Form 1 or Form 2
6. Class Instructor collects the Student IP Agreement 1 or Form 2 from all students who opt-in for the assignment.
7. Class Instructors forwards all Student IP Agreements to the Authorized University Officials or designee.
8. Student participates in research and makes or contributes to a discovery or invention.
9. Student(s) completes invention disclosure as a “co-Inventor”. (Appendix E-1 or E-2).
10. University or Sponsor evaluates the invention for commercial potential and patentability. If University has rights of ownership, it can send to PSRF via PASSHE.
11. **Student’s interest in the invention is assigned to the University or Sponsor**, or released to student.

PASSHE Tech Transfer - Student processes

February 27, 2009

Situation 4. Student employed in research capacity -- Student is covered by the "Technology Transfer & Commercialization Guide for PASSHE Non-Faculty Personnel"

SEQUENTIAL STEPS:

1. Student is hired for a research position. Employment Conditions requires that s/he signs the University Intellectual Property Agreement (Appendix F of the "Technology Transfer & Commercialization Guide for PASSHE Non-Faculty Personnel").
2. Student reports to work.
3. Upon reporting to employment, student signs an acknowledgement of receipt of the above Guide. Receipt is retained in personnel file. Appointing officer/administrator (e.g. department chair or director) collects the IP Agreement; forwards it to Authorized University Official or designee.
4. Student participates in research and makes or contributes to a discovery or invention.
5. Student completes invention disclosure or signs Principal Investigator's disclosure as a "co-Inventor". (Appendix E-1 or E-2).
6. University (using PSRF services) evaluates the invention for commercial potential and patentability.
7. **Student's interest in the invention is assigned to the University or Sponsor**, or released to student.