

## **Longwood Intellectual Property Committee 2022-23 Annual Report**

### **April 17, 2023**

#### Committee Members

Brent Roberts, Chair, Dean of Library  
Ben Campbell, Associate Professor, Science Education  
Eric Hodges, Associate Professor, Political Science  
Aftab Khan, Associate Professor, Special Education  
David Lehr, Professor, Economics  
Shawn Smith, Professor, English

#### Ex Officio

Alix Fink, Associate Provost for Research and Academic Initiatives

#### Purpose

As outlined in the FPPM, the purpose of the Intellectual Property Committee is to convene as requested by the Provost to review and make recommendations regarding intellectual property cases as needed.

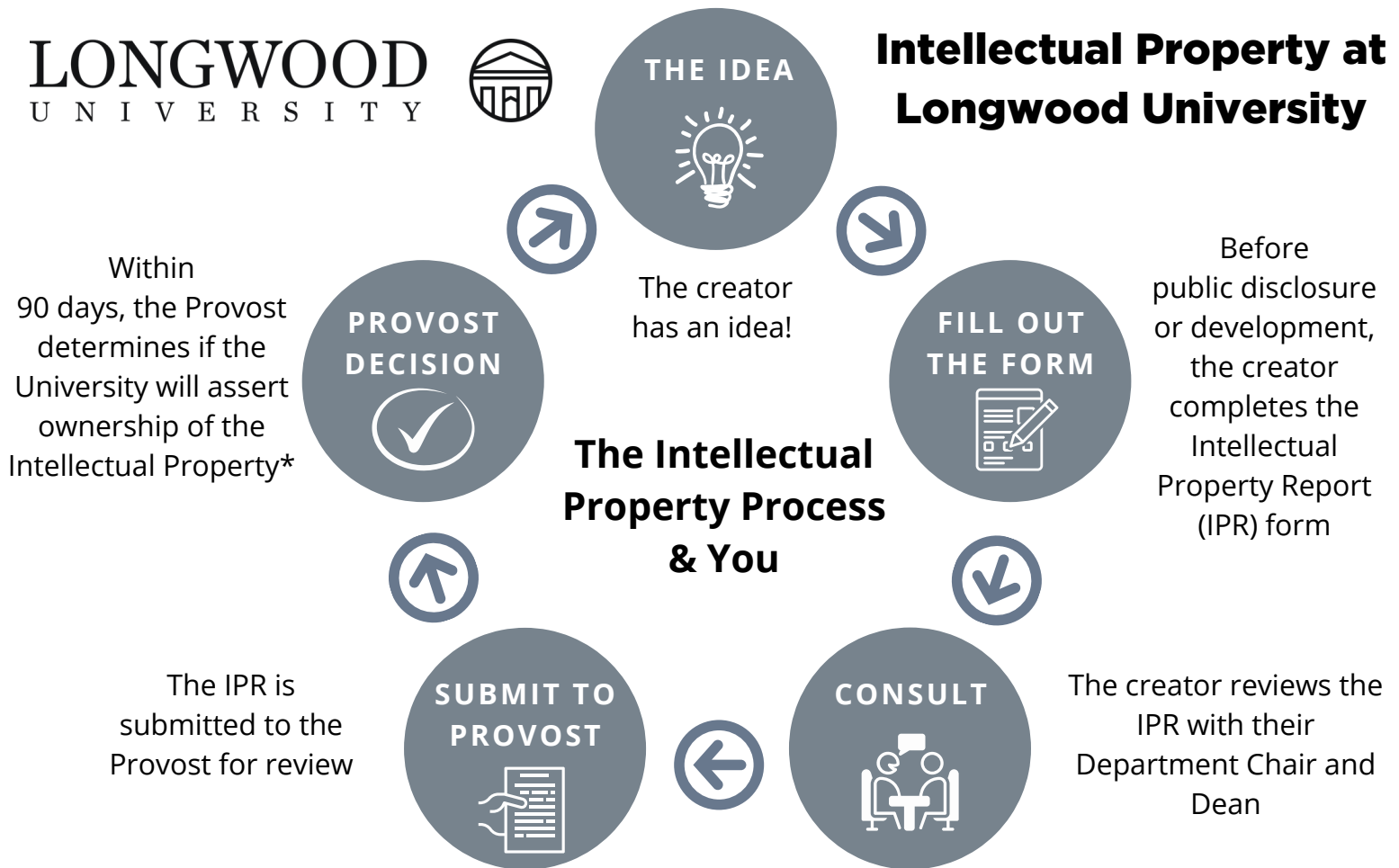
#### 2022-23

While there were no intellectual property cases necessitating deployment of the Intellectual Property Committee, committee members prepared for service in the case of such an eventuality by reviewing and discussing the following:

- The IP Committee's charge: FPPM p. 326
- The University IP Policy: FPPM p. 59
- The "IP at Longwood" document: A concise 1-page summary of IP policies/procedures (attached)
- The IP Report Form: The form which initiates the conversation about a faculty member's potential IP with department chair, dean, and provost (attached)



## Intellectual Property at Longwood University



\*The Provost may consult the Intellectual Property Committee or outside firms as questions arise.

### As creator, what do I retain intellectual property rights to?

- Creative work produced entirely outside the workplace
- Traditional works of scholarship (e.g., articles, textbooks, literary works, photographs, artistic creations, computer software, etc.)
- Works related to teaching (e.g., handouts, worksheets, lesson plans, lecture materials)

### When might Longwood claim intellectual property rights?

- Additional assignment: if the creator was paid/given release time to complete a specific assigned project
- Significant use of University resources - above and beyond normal use

### Where do the royalties go?

If Longwood claims intellectual property rights, the net revenue is shared as follows:

<b>Creator</b>	<b>50%</b>
<b>University</b>	<b>30%</b>
<b>Department</b>	<b>10%</b>
<b>College</b>	<b>10%</b>

### Questions?

Contact the Faculty Senate Intellectual Property Committee | [intellectualproperty@longwood.edu](mailto:intellectualproperty@longwood.edu)

## Intellectual Property Report Form

This Intellectual Property Report (IPR) Form is an important step in protecting IP created by the faculty, staff, and/or students of Longwood University. The LU Intellectual Property Policy can be found in the print and web-based versions of the Faculty Policies and Procedures Manual [link] and on the University Policy webpage [link].

It is not required to submit this form for traditional works of academic scholarship.

The purpose of this IP Report Form is to:

1. Share the information necessary for the Reviewers to reach agreements and determinations consistent with the University IP Policy;
2. Protect the rights of the owners of the IP (faculty, staff, students, and/or the University) with respect to interested third parties;
3. Enable the Provost to determine, on behalf of the University, whether to assist in registering the IP (e.g., filing a patent application or a copyright registration).

---

### Instructions and Procedures

Please complete each section of the IP Report Form that applies to the IP you are reporting. Each of the creators must sign the form prior to submitting it to the University. If you have any questions about completing the IP Report Form, please contact Brent Roberts: robertsbs2@longwood.edu or 434-395-2083.

Please submit the completed Intellectual Property Report (IPR) Form and any supporting documentation to the department chair(s) and the Dean(s) of the college(s) in which the technology was developed.

Confidentiality and Publication: The University considers the information provided in this form to be confidential and expects that the person submitting this form and the creators signing this form will treat this information as confidential until the University determines how and when it may be publicly disclosed. In the interests of avoiding undue restrictions on the publication of research results related to the disclosed IP, the University will generally attempt to make such determination within thirty (30) days of submission of the form.

### I. Information Regarding the Intellectual Property

- A. Title of Intellectual Property. \_\_\_\_\_
- B. Description of the Intellectual Property. (Please use additional sheets and attach descriptive materials to expand answers to questions. Sketches, drawing, photos, reports and manuscripts may be helpful.)

C. Which of the following best describes your intellectual property: *select all applicable categories*

1. ☐ An invention eligible for patenting. Inventions include new processes, products, apparatus, compositions of matter, living organisms OR improvements to (or new uses for) things that already exist.
2. ☐ A copyrightable work. Copyright protects original works of authorship, including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture.
3. ☐ A data collection. A data collection includes compilations of data and results obtained by analyzing data. Granting entities may have certain data rights under grants awarded to the University.
4. ☐ Research materials. Research materials includes physical materials, equipment, and samples, e.g., biological and chemical samples, such as cell lines, biological extracts, genetic material, chemical samples, etc. Granting entities may have certain rights in research materials resulting from the use of funds under grants awarded to the University.

D. Which of the following best describes your situation?

1. ☐ I would like to protect my IP through a patent, registered copyright, or trademark
2. ☐ I am interested in exploring the potential for commercializing my IP
3. ☐ I am interested in both protection and commercialization
4. ☐ I am not currently interested in protection or commercialization

## II. Potential Applications for the IP

A. What are the immediate and/or future applications of the IP? \_\_\_\_\_

B. Why is the IP more advantageous than present technology? What are its novel and unusual features? What problems does it solve? \_\_\_\_\_

C. Is work on the IP continuing? Are there limitations to be overcome or other tasks to be done prior to practical application? Are there any test data? \_\_\_\_\_

D. Have products, apparatus, compositions, etc. actually been made and tested?

☐ Yes ☐ No

Date of first successful test. \_\_\_\_\_

E. Have any commercial entities been involved in developing the IP? Are there any commercial entities that would be interested in the IP? ☐ Yes ☐ No

*If YES, please provide details, including the names of companies that you think might be interested in your discovery.*

\_\_\_\_\_  
F. Do you know of any discoveries similar to this one? ☐ Yes ☐ No  
*If YES, please describe, including information on relevant patents and publications.*  
\_\_\_\_\_

G. When was your creation/invention/product developed?  
Date invention was first conceived. \_\_\_\_\_  
What is the date of the first written record (sketch, drawing, notebook entry) of this invention? \_\_\_\_\_

### III. Publications and Other Disclosures

A. Has the IP been disclosed in an abstract, paper, talk, news story, thesis, or other public place? Please provide all relevant citations.  
\_\_\_\_\_

B. Is a publication or other disclosure planned in the next six months? Please describe.  
\_\_\_\_\_

C. In the case of an invention, do you believe that there has been a public use or sale of products embodying the invention? If so, please describe, giving dates.  
\_\_\_\_\_

D. In the case of research materials, please describe where the materials originated and, if applicable, the circumstances of any use or delivery of the materials outside the University.  
\_\_\_\_\_

E. To the best of your knowledge, are there any related developments by others? Please provide citations of any relevant patents or publications. ☐ Yes ☐ No

### IV Ownership and Use of University Resources

A. Did you create the IP in the course of performing work under an external grant or contract?  
☐ Yes ☐ No

*If you answered YES, please list the sponsoring agency, grant number, title of all relevant grants or the contracting party, date of the agreement, and title of the project.*  
\_\_\_\_\_

B. Have you entered into any other agreements, i.e., memorandum of understanding, collaboration agreements, consulting agreements, material transfer agreements, etc., which may extend the rights of this invention of any sorts to a company or party outside of Longwood University? ☐ Yes ☐ No

*If YES, please provide details including type of agreement, to whom the agreement is with, dates and whether there is a confidentially agreement.*

\_\_\_\_\_

- C. Were University facilities, equipment, materials, funds, information, or the time or services of other University employees used in the production of the Intellectual Property?

☐ Yes ☐ No

*If YES, please indicate the nature of these contributions.*

\_\_\_\_\_

- D. Do you consider that the intellectual property resulted from your normal work activities?

☐ YES ☐ NO

## V. Information About the Creators of the IP

- A. List the names and titles of all contributors of this work, including lead author/artist. Be sure to include all inventors/creators and identify their % contribution. The contribution of all should total 100%. *(Please add additional rows as necessary.)*

### 1. Preparer of Record/Primary Contact

Name: _____	Campus Address/Dept: _____
Home Address: _____	Title: _____
City/State/Zip: _____	Email: _____
Home Phone: _____	Work Phone: _____
Citizenship: _____	Percent Contribution: _____

### 2. Contributing Creators

Name: _____	Campus Address/Dept: _____
Home Address: _____	Title: _____
City/State/Zip: _____	Email: _____
Home Phone: _____	Work Phone: _____
Citizenship: _____	Percent Contribution: _____

### 3. Contributing Creators

Name: _____	Campus Address/Dept: _____
Home Address: _____	Title: _____
City/State/Zip: _____	Email: _____
Home Phone: _____	Work Phone: _____
Citizenship: _____	Percent Contribution: _____

**Attachment A**  
**Report of Intellectual Property Review**

**CONFIDENTIAL**

To be completed by the Inventor's Department Chair, Dean and/or Director.

**1. Were university resources, such as facilities, equipment, materials, funds, information, or the time or services of other university employees used in the production of the work or development of intellectual property?**

☐ YES ☐ NO

**2. Does the work performed in the development of this intellectual property fall within the range of normal activities expected of the inventor/creator by their appointment or employment of the university?**

☐ YES ☐ NO

**3. Did the inventor/creator work on the project during their normal university working hours?**

☐ YES ☐ NO

**4. Does the Intellectual Property appear to pass the following tests for patentability?**

Novelty ☐      Non-obviousness ☐      Usefulness ☐

Signature of Reviewers.

\_\_\_\_\_  
DEPARTMENT CHAIR SIGNATURE

\_\_\_\_\_  
PRINTED NAME/TITLE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
DEAN SIGNATURE

\_\_\_\_\_  
PRINTED NAME/TITLE

\_\_\_\_\_  
COLLEGE

**Attachment B**  
**Signature Page**  
**Inventors/Creators of Intellectual Property**

**CONFIDENTIAL**

By signing this IP Report form, I acknowledge and agree that:

I believe I am a creator of the IP described in this form;

I have read and understood the University Intellectual Property (IP) Policy in Section XX of the Faculty Policies and Procedures Manual [link] and on the University Policy webpage [link].

I am submitting this IP Report Form to provide information to the University and the Provost to facilitate the University's consideration of the IP and determination regarding the University's possible ownership interest in the IP.

PREPARER		
	SIGNATURE	DATE

CONTRIBUTOR		
	SIGNATURE	DATE

CONTRIBUTOR		
	SIGNATURE	DATE