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COPYRIGHT INFORMATION FORM

The author/s is/are requested to fill in the Copyright Information Form so that the University offices concerned will be able to give a sound assessment on matters relating to ownership, rights and obligations of the author/s. It specifically covers the following copyright issues and concerns:

Apportionment of Rights based on authorship
Rights over the work are important to establish especially if it is the product of the joint efforts of several authors. By filling in this form the author/s agree that the same constitutes their agreement regarding the apportionment of authorship and related rights such as copyright and royalties. This is intended to prevent future disputes between the parties. However, such agreement between the authors is not necessarily binding on the University, as the proper offices will have to determine whether such agreement is valid based on existing policies, rules, contractual stipulations, etc.

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The source of funds and the substantial use of University facilities as well as those of other government and private entities that led to the creation of the work, are basic information that needs to be established. This will help OVCRD ascertain whether the author/s has/have the duty to assign intellectual property.

Disclosure
The author/s who received funding or any other support from the University of the Philippines System, University of the Philippines Diliman or any other Constituent University needs to submit a copy of document evidencing completion and submission of work to the University. In case of research grants, a copy of the cover letter indicating the date when the work was submitted to the OVCRD (in the case of OVCRD funded grants), HRDO (for faculty grants), etc.

Publication
Details must be indicated and all other relevant documents attached to this form. If the author/s plan to submit the work for publication the following must be attached:

1. Publication by an international journal - attach the background information, and editorial policies (e.g. review procedure, policies on ownership of copyright, etc.).
2. Publication by a private entity - attach the proposed contract between the author/s and publisher.

In case the University funded the work, it should be indicated if the work that will be published is the very same work for which funding was provided. It is possible in some instances that only a portion of the funded work forms part of the manuscript that is sought to be published.

The authors should be reminded that in the event the above titled work is published and the publication sufficiently discloses a product or process that may be the subject of a patent application, the inventor has only a period of twelve (12) months from such disclosure under Philippine law to file a patent application. In other jurisdictions, such publication may be deemed a disclosure that would bar the filing of a patent application.

If you have questions or if you would like assistance in filling out the form, please call the OVCRD at tel. nos.: 981-8763; 927-2568 or e-mail ipr.ovcrd@gmail.com.

Kindly return the original Copyright Information Form together with any supporting documents to:

Intellectual Property Section
Office of the Vice Chancellor for Research and Development
UNIVERSITY OF THE PHILIPPINES
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Thank you.
COPYRIGHT INFORMATION FORM

1. Title of Work


2. Authorship

Name(s) of Author(s) | Unit / Office


3. Apportionment of Rights Based on Authorship

Name(s) of Author(s) | Author’s share/contribution to the work (%)


4. Source of Funds

Please check source(s) of funds availed of by the author(s):

_____ University of the Philippines System

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_____ Other constituent university of the UP System (e.g. Manila, Los Baños)
    Please specify: ________________________________

_____ DOST

_____ Others, please specify: ________________________________

Note: Kindly attach a copy of the contract or agreement stating the terms and conditions for all the sources of funding received by the author(s) e.g. Memorandum of Agreement between the University and the author(s), notice of award of professorial chair or grant from HRDO etc.
5. **Facilities or Equipment** for the production of the research that led directly to the creation of the above mentioned work.

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Note: Kindly attach agreement regarding use of facilities or equipment, if any.

6. **Disclosure**

Date when work was completed: ________________________________

Date when work was submitted to the funding agency: _____________________________

Note: Kindly attach acknowledgment or copy of receipt of the work submitted.

7. **Publication**

If the work has been published, please attach a photocopy of the portion of the published work indicating the publisher, date of publication, copyright information, etc.

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