UNIVERSITY OF THE PHILIPPINES

**Office of the Vice Chancellor for Research and Development**

Intellectual Property and Technology Transfer

**COPYRIGHT INFORMATION FORM**

**(CIF)**

The author/s is/are requested to fill in the CIF 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.

# Apportionment of Rights Based on Authorship

Rights over the work should be established 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. However, this CIF is not binding on the University, as it needs to determine the validity based on existing policies and contracts.

#### Source of Funds and Use of Facilities and Equipment

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 need to be established to ascertain whether the author/s has/have the duty to assign intellectual property.

## Disclosure

For University-funded works, kindly submit a copy of document evidencing completion and submission of work to the University.

## Publication

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

1. Publication by an international journal - background information and editorial policies
2. Publication by a private entity - proposed contract between the author/s and publisher

In case of University-funded work, kindly indicated whether the work to be published is the very same work for which funding was provided.

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.

If you have questions or if you would like assistance in filling out the form, please call the OVCRD at

**tel. nos.:** 981-8763; 434-0650; or e-mail [**techtransfer.ovcrd@upd.edu.ph**.](mailto:techtransfer.ovcrd@upd.edu.ph.%20)

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

**INTELLECTUAL PROPERTY and TECHNOLOGY TRANSFER UNIT**

Office of the Vice Chancellor for Research and Development

Lower Ground Floor PHIVOLCS Bldg., C.P. Garcia Ave.,

UP Diliman, Quezon City

Thank you.

Please do not fill out this part: (For OVCRD only)

OVCRD Docket Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IP Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. TITLE OF WORK**

**2. AUTHORSHIP**

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

**3. APPORTIONMENT OF RIGHTS**

Determine the percentage creative/scientific contribution of each author to the work. The apportionment agreed upon shall also become the basis for income and royalty shares that each inventor shall receive in case of commercialization of the intellectual property.

|  |  |
| --- | --- |
| **Name(s) of Author(s)** | **Share/Contribution to the work (%)** |
|  |  |
|  |  |
|  |  |

**4.** **SOURCES OF FUNDS**

Identify all sources of grants, contracts, and other sources of funds availed of by the author(s). The OVCRD will check the contractual reporting obligations associated with your funding. **Please attach copies of said grants or contracts.**

\_\_\_\_\_\_ University of the Philippines System

\_\_\_\_\_\_ University of the Philippines Diliman

\_\_\_\_\_\_ Other constituent university of the UP System (e.g. Manila, Los Baños)

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Department of Science and Technology

\_\_\_\_\_\_ Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. FACILITIES/EQUIPMENT**

Identify all facilities and equipment used for the production of the research that led directly to the creation of the work. **Please attach copies of agreement regarding use of facilities or equipment, if any**.

|  |  |  |
| --- | --- | --- |
| **Name of Agency** | **Facilities/Equipment**  *(office equipment, libraries, art/music studio etc.)* | **Location** |
|  |  |  |
|  |  |  |
|  |  |  |

**6. DISCLOSURE**

|  |  |
| --- | --- |
| Date when work was completed: |  |
| Date when work was submitted to the funding agency: |  |

*Kindly attach acknowledgment or copy of receipt of the work submitted.*

**7. PUBLICATION**

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

|  |  |
| --- | --- |
| If the work has not been published, has a publication been planned? |  |
| If yes, please specify the proposed publication date. |  |

**8. CERTIFICATION**

By submitting this form, I/we, the author(s), hereby:

1. attest that the information I/we have given is true and correct to the best of our knowledge and that if necessary I/we agree to furnish additional information or documents that may be required by OVCRD;
2. agree and consent to such of the University and shall perform all acts and sign all such documents necessary in order to comply with said policies, guidelines and regulations necessary and appropriate steps that the OVCRD may undertake in having this disclosure evaluated and in filing and prosecuting the appropriate intellectual property application/(s) and/or protecting the invention as undisclosed information or a trade secret; and
3. confirm that I/we are bound to comply with the existing intellectual and other relevant policies, guidelines and regulations

|  |  |  |
| --- | --- | --- |
| **Printed Name of Corresponding Author** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |