University of Oregon
Innovation Partnership Services
Software and Digital Media Registration

Use this registration form to identify and describe a University of Oregon research project’s software or digital media to Innovation Partnership Services (IPS). Please fill out this form only after discussing your project’s work and goals with a member of the UO IPS team.

Purpose of Software and Digital Media Registration
By completing this form, you help the University of Oregon partner with you to establish an intellectual property management and distribution plan. This information helps Innovation Partnership Services document and secure intellectual property rights and fulfills obligations to external sponsors of your research. This information may also be used to register copyrights with the US Copyright Office if appropriate.

Submitting the Software and Digital Media Registration
All contributors sign individual certifications in this form. The principal investigator is also asked to certify the overall form and should therefore sign last.

When you have discussed your project with an IPS team member and completed the form:

1. Return a hard copy of the completed and signed form to:
   Innovation Partnership Services
   1238 University of Oregon
   Eugene, OR 97403-1238

2. E-mail or send a CD or diskette with the source code for the software or digital work that the project has created (this is for archival purposes).

3. E-mail any other relevant documents to the IPS team member you are working with. Supporting documents may include licenses, permissions, grant and funding contracts, publications about the software/digital work, and correspondence with collaborators. Electronic copies of these supporting documents are preferred, but if necessary hard copies are fine.

4. If this process poses difficulties for the proposed contributors, please contact Innovation Partnership Services for alternate means of submitting disclosure documents.
1 Title of Software/Digital Work
   a. Title of this software/digital work (include version or release number):
   b. Previous or alternative titles used to describe the work outside the project:

2 Description
   a. Brief layperson’s description of the function and use of this software/digital work:
   b. Computer language and/or proprietary application used to create this software/digital work:
   c. Is there an interface (screen display) designed for end users? □ Yes □ No
      If yes, indicate what elements the interface includes: □ Text □ Graphics □ Video
      □ Sound or music □ Logos □ Other
   d. Description of software/digital work process, modules, or structure. Please provide a separate document with a flow chart of the file structure for software including a description of key modules in the program.
   e. Does this software/digital work supplement another software/digital work? □ Yes □ No
      If yes, name this other work, and explain the relationship between this software/digital work and the other one:
   f. Is this software/digital work a revision of another software/digital work? □ Yes □ No
      If yes, name the other work(s) and associated authors, and describe the nature of the revisions:
   g. Describe how and when this software/digital work was created:
   h. Does this software/digital work require any specific applications to run?
   i. Please provide a copy of the source code for the software/digital work (on CD or by email).
3 **Funding Sources**

Please indicate all funding sources that supported the work leading to this software/digital work and, if available, attach electronic copies of funding proposals that were awarded and gift letters.

a. **Funding from the University of Oregon:**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Sponsor Name</th>
<th>Dates of Funding</th>
<th>Title of the Funded Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Oregon initiatives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic unit funds (examples: department, school, center)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. **Funding from external sponsors:**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Sponsor Name</th>
<th>Dates of Funding</th>
<th>Grant/Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government (examples: federal, state)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-profit or foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts/Subcontracts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government (examples: federal, state)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-profit or foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government (examples: federal, state)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-profit or foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 **Roster of Principal and Proposed Contributors**

Name of the Principal Contributor:

Name(s) of other Proposed Contributors:
5 Proposed Contributors Information and Certification

a. Principal Investigator

Name: ________________________________  Work telephone: ________________________________

Title: ________________________________  Work e-mail: ________________________________

Department: __________________________  Year born (optional): __________________________

Mail stop: ______________________________  Citizenship: ________________________________

Employment status during project (check all that apply):  □ Faculty  □ Staff  □ Student
□ Visiting Scholar  □ US Government Employee  □ Other

- Describe your contribution to this software/digital work:

- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above?  □ Yes  □ No

  If yes, check all that apply:  □ Software  □ Pre-existing content such as clip art, text, or data
□ Design/Layout  □ Other

Principal Investigator’s Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

- I verify that the contributions that the proposed authors have described are true and accurate to the best of my knowledge.

Signature: ____________________________________________

Name: ________________________________  Date: ________________________________

b. Proposed Contributor

Name: ________________________________  Work telephone: ________________________________

Title: ________________________________  Work e-mail: ________________________________

Department: __________________________  Year born (optional): __________________________

Mail stop: ______________________________  Citizenship: ________________________________

Employment status during project (check all that apply):  □ Faculty  □ Staff  □ Student
□ Visiting Scholar  □ US Government Employee  □ Other

- Describe your contribution to this software/digital work:

- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above?  □ Yes  □ No

  If yes, check all that apply:  □ Software  □ Pre-existing content such as clip art, text, or data
□ Design/Layout  □ Other

Proposed Contributor’s Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: ____________________________________________

Name: ________________________________  Date: ________________________________
c. Proposed Contributor

Name: Work telephone:
Title: Work e-mail:
Department: Year born (optional):
Mail stop: Citizenship:

Employment status during project (check all that apply): ☐ Faculty ☐ Staff ☐ Student ☐ Visiting Scholar ☐ US Government Employee ☐ Other

 Describe your contribution to this software/digital work:
 Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? ☐ Yes ☐ No

If yes, check all that apply: ☐ Software ☐ Pre-existing content such as clip art, text, or data ☐ Design/Layout ☐ Other

Proposed Contributor’s Certification

 I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: ____________________________
Name: ____________________________ Date: ________________

DRAFT

d. Proposed Contributor

Name: Work telephone:
Title: Work e-mail:
Department: Year born (optional):
Mail stop: Citizenship:

Employment status during project (check all that apply): ☐ Faculty ☐ Staff ☐ Student ☐ Visiting Scholar ☐ US Government Employee ☐ Other

 Describe your contribution to this software/digital work:
 Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? ☐ Yes ☐ No

If yes, check all that apply: ☐ Software ☐ Pre-existing content such as clip art, text, or data ☐ Design/Layout ☐ Other

Proposed Contributor’s Certification

 I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: ____________________________________________
Name: ______________ Date: ____________________________
e. Proposed Contributor

Name: ___________________________ Work telephone: ___________________________

Title: ___________________________ Work e-mail: ___________________________

Department: _____________________ Year born (optional): ________________________

Mail stop: _______________________ Citizenship: _____________________________

Employment status during project (check all that apply): □ Faculty □ Staff □ Student
□ Visiting Scholar □ US Government Employee □ Other

- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? □ Yes □ No

If yes, check all that apply: □ Software □ Pre-existing content such as clip art, text, or data
□ Design/Layout □ Other

Proposed Contributor’s Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: ___________________________ Name: ___________________________ Date: ____________

f. Proposed Contributor

Name: ___________________________ Work telephone: ___________________________

Title: ___________________________ Work e-mail: ___________________________

Department: _____________________ Year born (optional): ________________________

Mail stop: _______________________ Citizenship: _____________________________

Employment status during project (check all that apply): □ Faculty □ Staff □ Student
□ Visiting Scholar □ US Government Employee □ Other

- Describe your contribution to this software/digital work:
- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above? □ Yes □ No

If yes, check all that apply: □ Software □ Pre-existing content such as clip art, text, or data
□ Design/Layout □ Other

Proposed Contributor’s Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: ___________________________ Name: ___________________________ Date: ____________
g. Proposed Contributor

Name: ____________________________ Work telephone: ____________________________

Title: ________________ Work e-mail: ____________________________

Department: ____________________________ Year born (optional): ________________

Mail stop: ____________________________ Citizenship: ____________________________

Employment status during project (check all that apply):  
☐ Faculty  ☐ Staff  ☐ Student  
☐ Visiting Scholar  ☐ US Government Employee  ☐ Other

- Describe your contribution to this software/digital work:

- Did you include, incorporate, or use any work from outside the project that is not already identified in Section 2 above?  
  ☐ Yes  ☐ No

  If yes, check all that apply:  
  ☐ Software  ☐ Pre-existing content such as clip art, text, or data  
  ☐ Design/Layout  ☐ Other

Proposed Contributor’s Certification

- I hereby certify that all of the information set forth in this Software and Digital Media Registration is, to the best of my knowledge, complete and accurate.

Signature: ____________________________ Name: ____________________________ Date: ________________