

# IP2 Intellectual Property Income Distribution Form



Isis project number:

This form should be completed by all individuals whose work led to a new invention or other form of intellectual property. Individuals who are members of the University of Oxford (employee, student, retired employee) or who are using University of Oxford facilities, e.g. as a visitor, must each also complete Form IP1 Intellectual Property Due Diligence Form.

## HOW TO COMPLETE THIS FORM

**Oxford individuals:** You need to sign and date this form on page 1 to show you agree with the % revenue share, and fill in your personal details on page 2.

**External individuals:** You need to sign and date this form on page 1 to show you agree with the % revenue share but you do not need to fill in the personal details on page 2.

- 1 The University of Oxford's Statutes and Regulations require individuals who contribute jointly to intellectual property to agree between themselves the proportion of exploitation income to which each will be entitled from the net revenue (i.e. less costs and payments to third parties) payable to individuals under the University's revenue-sharing scheme.
2. Please state below the relative percentage share of individuals' benefits due to each.
3. The percentage shares will be used to assist the University's negotiation of revenue-sharing agreements with external funders who supported the work which led to the creation of the intellectual property in question (where such funders require a revenue share).
4. The percentage shares will also be used as the basis for revenue-sharing arrangements between the University and other collaborating institutions, where one or more of the individuals contributing to the intellectual property are employed by (or are students of) another institution.

## DETAILS OF INDIVIDUAL CONTRIBUTIONS

**Working title of intellectual property:**

**We, the undersigned, agree that our individual contributions to the intellectual property named above are as follows:**

Name	Percentage Contribution	Inventor or Contributor? <sup>1</sup> Specify which. If a software project, please also specify all Software Authors	Signature	Date
				(dd/mm/year)
				(dd/mm/year)
				(dd/mm/year)
				(dd/mm/year)
				(dd/mm/year)
				(dd/mm/year)
<b>Total</b>	<b>100%</b>			

<sup>1</sup> Inventors must be legal inventors according to the definition in patent law. Inventorship is not the same as authorship of an academic paper. Under European patent law, for example, a person is only a legally defined inventor if he or she conceives the idea underlying the invention. If you need help with deciding inventorship, please ask your Isis technology transfer manager. Contributors should have made a significant and identifiable contribution to the intellectual property. Software Authors are those who actually wrote the code and thereby created the copyright.

## ROYALTIES

Royalties can be distributed only after this form has been completed. University employees and ex employees will be paid via the University payroll (net) or by cheque (gross), depending on their status and/or contract of employment. Individuals who have never been employed by the University will be sent a cheque for the royalties less tax at the basic rate but no national insurance will be deducted. Alternatively, they may be paid via their employing institution, depending on revenue-sharing arrangements with the collaborating institution.

THE UNIVERSITY CAN ONLY PAY MONEY TO YOU IF IT KNOWS WHERE TO FIND YOU. THE UNIVERSITY WILL USE ALL REASONABLE ENDEAVOURS TO FIND YOU IF MONEY IS DUE TO YOU, BUT IF THE UNIVERSITY CANNOT SUCCEED IN FINDING YOU AFTER SIX MONTHS YOU MAY LOSE YOUR ENTITLEMENT.

## NOTES

1. Please give a permanent home address if you are in temporary accommodation.
2. All changes of address (including email address) should be notified to: University of Oxford, Finance Division, 23-28 Hythe Bridge Street, Oxford OX1 2ET or by email to [royalties@admin.ox.ac.uk](mailto:royalties@admin.ox.ac.uk) quoting the Isis project number.

## ADDRESS DETAILS

Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Nationality:	Nationality:
Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:	Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:
Date of birth:            (dd/mm/year)	Date of birth:            (dd/mm/year)
Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Nationality:	Nationality:
Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:	Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:
Date of birth:            (dd/mm/year)	Date of birth:            (dd/mm/year)

ADDRESS DETAILS cont'd	
Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Nationality:	Nationality:
Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:	Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:
Date of birth:            (dd/mm/year)	Date of birth:            (dd/mm/year)
Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Nationality:	Nationality:
Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:	Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:
Date of birth:            (dd/mm/year)	Date of birth:            (dd/mm/year)
Full Name:	Full Name:
Title (Professor, Dr, etc):	Title (Professor, Dr, etc):
Home Address:	Home Address:
Email address:	Email address:
Nationality:	Nationality:
Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:	Have you ever been employed by Oxford University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give employee number:
Date of birth:            (dd/mm/year)	Date of birth:            (dd/mm/year)

**FOR COMPLETION BY RESEARCH SERVICES**

1. Do University Statutes pre- or post-2000 apply?

Pre-2000 / Post-2000 (delete as appropriate)

2. Please confirm that:

- (a) There are no entitlements to third-party research funders or collaborators; or
- (b) There is a revenue-sharing arrangement with third-party research funders or collaborators detailed as follows (if appropriate, a copy of the relevant agreement is enclosed):

3. Research Services Officer:

4. Which Department(s) have an entitlement to revenue sharing under bands 2 and 3 of Statute? If more than one Department, give the relative percentage entitlement between them.

Department	Percentage
<b>Total</b>	<b>100%</b>

5. Please give any other relevant information to help Finance in distributing any revenues.

**Signed** on behalf of Research Services

Signature: \_\_\_\_\_ Date: \_\_\_\_\_