**UCF Office of Technology Transfer**

IP#

Internal use

**Software Disclosure Form**

Please submit the completed WORD DOCUMENT to your college’s respective technology manager using the contact information found on [tt.research.ucf.edu/find-ip-team](http://tt.research.ucf.edu/find-ip-team/)

*With the exception of the signature pages, please do not submit this document as a PDF. Only submit Word Documents.*

**INSTRUCTIONS for submission and required documentation:**

1. Fully complete this Confidential Software Disclosure Form.
* This form should be filled out either by or in concordance with the Principal Investigator of the disclosing team. If a student is filling out this form, please inform the P.I. before submission.
* Provide as much information about the technology as possible, citing all relevant sponsorship and publication information. This enables the OTT and its outside counsel to determine the best method to protect the intellectual property as well as identify possible opportunities for transfer or commercialization of the Work.
* When identifying contributors, use the broadest spectrum possible.
1. Attach a copy of the first 25 pages and last 25 pages of the Software in source code form and a copy of any associated materials (such as user documentation). If the program is structured in a manner where there is no identifiable beginning or end, please make the best determination as to which pages will reasonably represent the first 25 and last 25 pages. Submit a copy of software files via Dropbox, CD, or USB drive for registration with the U.S. Copyright office.
2. Attach copies of any releases or licenses for program code, data, files, or other incorporated materials not original to the contributing developers (e.g., subroutines, embedded modules, runtimes, voices and other sounds, or images).
3. **If you have any concerns that the submission of the source code as part of this disclosure would jeopardize trade secret information, please consult the Office of Technology Transfer before transmitting this disclosure.**
4. Remember that all Software created at UCF should carry the following copyright notice:

© Year of creation University of Central Florida. All rights reserved.

(E.g., © 2017 University of Central Florida. All rights reserved.)

In order to protect Software, the copyright notice, at minimum, should appear: 1) on the computer screen when the user enters the program; 2) at the beginning of any printed or plotted output; 3) on stickers attached to the CD, DVD, USB, disk sleeve, disk case or any other packaging materials containing the software; 4) at the beginning of the user’s manual or documentation; and 5) on all promotional literature, sales literature, and on any sample CDs, DVDs, disks or tapes.

Software source code is generally protected by maintaining its confidentiality. Source code for which protection is sought should be distributed under an agreement from the Office of Technology Transfer, providing for its non-disclosure.

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| **DISCLOSURE**1. **Name or title of the software program (“software”):**

 |
| 1. **Please select the items submitted with this disclosure:**

[ ]  Printed source code pages.[ ]  Electronic files of software, user manuals, documentation, install instructions, system requirements.[ ]  Releases or licenses for related files not original to contributors. |
| 1. **Briefly describe the software and explain the objective of the software:**

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| 1. **Field of use:**

 | 1. **Year software was completed:**

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| 1. **Source code languages:**

 | 1. **Open-source elements included/embedded in the source code:**

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1. **Identify all potential contributors to this software:**

Note: Please complete all creator fields in their entirety.

**IMPORTANT: Department designation is used for credit reporting and future royalty revenue distributions. Please list departments responsible for your salary and percentages if more than one department shares costs. If you are a graduate student, please list the department(s) conferring your degree and the department providing your financial support.**

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| Full name (*Last, First*):       | Title: [ ]  **Faculty** [ ]  **Student** [ ]  **Post Doc** Department:       |
| Email address:       | Country of Citizenship:       |
| Work address:      | Home address:      |
| Work phone:       | Home phone:        |
| Describe the nature of his/her contribution to this work:       |

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| Full name (*Last, First*):       | Title: [ ]  **Faculty** [ ]  **Student** [ ]  **Post Doc** Department:       |
| Email address:       | Country of Citizenship:       |
| Work address:      | Home address:      |
| Work phone:       | Home phone:        |
| Describe the nature of his/her contribution to this work:       |

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| Full name (*Last, First*):       | Title: [ ]  **Faculty** [ ]  **Student** [ ]  **Post Doc** Department:       |
| Email address:       | Country of Citizenship:       |
| Work address:      | Home address:      |
| Work phone:       | Home phone:        |
| Describe the nature of his/her contribution to this work:       |

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| Full name (*Last, First*):       | Title: [ ]  **Faculty** [ ]  **Student** [ ]  **Post Doc** Department:       |
| Email address:       | Country of Citizenship:       |
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| Work phone:       | Home phone:        |
| Describe the nature of his/her contribution to this work:       |

*Need more space to include additional inventors? Please provide their information as an attachment.*

1. Based on this disclosure, are any of the inventors eligible to make the patent application special (i.e. expedited examination by the U.S. Patent and Trademark Office) based on at least one of the following criteria:
* Age: one named inventor must be 65 years of age or more; or
* Health: the state of health of any of the inventors is such that he or she might not be available to assist in the prosecution of the application if it were to run its normal course.

Yes [ ]  No [ ]  If yes, please explain:

1. **Identify all sources of support for this software (if none, please note):**

**(VERY IMPORTANT – FAILURE TO INCLUDE THE APPROPRIATE FINANCIAL SUPPORT ASSOCIATED WITH YOUR WORK COULD INVALIDATE YOUR PATENT IF ISSUED):**

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| **A. COLLABORATION WITH OTHER INSTITUTIONS** | **NAME OF INSTITUTION** | **NAMES OF COLLABORATORS** |
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| **B. CORPORATE OR FOUNDATION SPONSORSHIP** | **SPONSOR** | **CONTRACT/GRANT #** |
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| **C. FEDERAL FUNDS** | **FUNDING AGENCY** | **CONTRACT/GRANT #** |
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1. **Identify anyone who has viewed a demonstration of the software (if none, please note):**

WITHIN UCF:

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| --- | --- | --- |
| **NAME**  | **DEPARTMENT** | **DATE VIEWED** |
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OUTSIDE UCF:

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| **NAME**  | **INSTITUTION/ORGANIZATION** | **DATE VIEWED** |
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1. **Identify anyone who possesses a copy of the software.**

WITHIN UCF:

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| **NAME**  | **DEPARTMENT** | **DATE RECEIVED** |
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OUTSIDE UCF:

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| **NAME**  | **INSTITUTION/ORGANIZATION** | **DATE RECEIVED** |
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1. **Is the software a modification of or improvement to an existing work?**  Yes [ ]  No [ ]

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| **EXISTING WORK** | **DEVELOPER(S)** | **HOW HAS IT BEEN CHANGED IN THE NEW SOFTWARE?** |
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1. **Does the software incorporate any elements not original to the contributor?** Yes [ ]  No [ ]

*(E.g., program code, data, files, subroutines, embedded modules, runtimes, voices, sounds, graphics, or images)*

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| **DESCRIPTION OF INCORPORATED ELEMENT** | **SOURCE** | **RELEASE OR LICENSE OBTAINED AND ATTACHED?** |
|  |  | Yes [ ]  No [ ]  |
|  |  | Yes [ ]  No [ ]  |
|  |  | Yes [ ]  No [ ]  |
|  |  | Yes [ ]  No [ ]  |

1. **Describe the state of software development** *(E.g., fully functional? Fully tested by developers and / or others?)*:
2. **Describe the methods employed by the software:**
3. **Describe the hardware configuration needed to operate the software:**
4. **Identify the required operating system and any needed utilities:**
5. **Identify the code format recommended for software distribution** *(E.g., object code only, object and source, etc.)*:
6. **Describe the future development plans for this software:**

MARKETING INFORMATION

1. **Identify the commercial software products most similar to the software and explain how the software compares to each:**
2. **Assess how “user-friendly” this software is relative to its intended users** *(E.g., help features, user manuals, etc.)*:
3. **Describe the level of support the developers are prepared to provide:**
4. **Describe the potential end users of this software:**
5. **Identify any parties who are currently interested in licensing the software:**

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| **ORGANIZATION** | **PERSONAL CONTACT** | **PHONE NUMBER** |
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1. **Identify any parties or groups who may be interested in licensing the software:**

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| **ORGANIZATION** | **PERSONAL CONTACT** | **PHONE NUMBER** |
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1. **Identify any independent experts in this or a relevant software market who could provide additional information about potential customers for this software:**

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| **ORGANIZATION** | **PERSONAL CONTACT** | **PHONE NUMBER** |
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1. **Please provide an estimate of the price range for this software:**

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| **$** |

1. **Do you think this software could provide a foundation for the formation of a start-up company?**

Yes [ ]  No [ ]

1. **Do any of the creators have interest in starting up a company to further develop, market, and support the software?**

Yes [ ]  No [ ]  If yes, who?

1. **Do you want this software to be made available through Open Source or Academic Use licensing?**

Yes [ ]  No [ ]  If yes, please explain.

I (we), the undersigned hereby disclose to the OTT of the University of Central Florida a software invention, which I (we) believe to be the original works and of which I (we) certify that I am (we are) the sole author(s).

I (we) further certify that this disclosure is made in good faith and of my (our) free will, and all statements made herein are true and correct to the best of my (our) knowledge and belief.

Signatures of all contributors:

|  |  |  |
| --- | --- | --- |
| Typed Name  | Signature | Date |
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