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## **Procedure Summary**

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This procedure provides guidance in complying with policy and regulations as directed by the Texas A&M University System (A&M System) with regard to intellectual property.

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## **Procedure**

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### **1. GENERAL**

1.1 Texas A&M University-Central Texas (A&M Central Texas) is dedicated to teaching, research, and the extension of knowledge to the public. The University recognizes and encourages the publication of scholarly works and the creation/development of copyrightable/patentable inventions and materials. Such activities: a) contribute to the professional development of the faculty, staff, and students involved; b) enhance the reputation of the institution; c) provide additional educational opportunities for participating students; and, d) promote the general welfare of the public at large.

1.2 A&M Central Texas recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. Frequently, through individual effort and initiative, faculty, staff, and students develop articles, pamphlets, books, and other scholarly works that have commercial potential. Creative and scholarly works and inventions that have commercial potential may be protected under the laws of various countries that establish rights called "Intellectual Property," a term that includes patents, copyrights, trade secrets, trademarks, plant variety protection, and other rights.

Such intellectual property often comes about because of activities of university personnel who have been aided wholly or in part through use of the facilities at A&M Central Texas. It becomes significant, therefore, to ensure the utilization of such intellectual property for the public good and to expedite its development and marketing. The rights, privileges, and academic freedom, as well as the incentives, of the authors, creators, or inventors, must be preserved so that the use of their abilities and the abilities of others at A&M Central Texas may be further encouraged and stimulated.

1.3 The A&M System has established an Intellectual Property Management and Commercialization Policy, 17.01, which all employees of the A&M System are required to follow. The policy addresses the "ownership and management of intellectual and

tangible research property.” There are also several system regulations related to aspects of that policy.

## 2. INVENTIONS, PATENTS, LICENSING, AND COPYRIGHT PROCEDURE

2.1 When and if any A&M Central Texas researcher/employee believes that he/she may have a product fitting the definition of intellectual property for inventions, new biologicals, and new software, he/she must disclose that intellectual property to the A&M System Office of Technology Commercialization (OTC) using the appropriate form, with copies sent to their department head, dean (if faculty), and the chair of the A&M Central Texas Faculty Scholarship and Research Committee (FSRC). The OTC licenses inventions, discoveries and other System-owned intellectual property to private industry for public benefit.

2.2 The Tech Commercialization Forms for Inventors should be used to disclose all intellectual property, including but not limited to inventions, copyrightable work, and tangible research property, to the OTC. These forms can be found on the OTC webpage at the link below.

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### **Related Statutes, Policies, or Requirements**

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System Policy [17.01 Intellectual Property Management and Commercialization](#)

System Regulation [17.01.01 Ownership of Intellectual Property and Tangible Research Property](#)

System Regulation [17.01.02 Evaluation and Protection of Intellectual Property](#)

System Regulation [17.01.03 Commercial Development of Intellectual Property](#)

System Regulation [17.01.04 Distribution of Royalties, License Fees and Sale Proceeds from Licensing](#)

System Regulation [17.01.05 Charitable Gifts and Assignment of Ownership Rights](#)

System Regulation [17.01.06 New Venture Formation and Related Investment](#)

System Regulation [17.01.07 Administration, Oversight and Reporting of Intellectual Property](#)

[Office of Technology Commercialization \(OTC\) Forms](#)

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### **Contact Office**

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