



STANFORD UNIVERSITY Requirements for Patent and Copyright Agreements

FACULTY	<i>SIGN SU-18 (Acess *)</i>	<i>SIGN SU-18A (OTL *)</i>	<i>Waive agreement</i>	<i>Comments</i>
ALL REGULAR FACULTY APPOINTMENTS, Except "Other Teaching Titles" (see Faculty Handbook, Chap 9)	X			Default requirement for all Stanford faculty
For OTHER TEACHING TITLES, i.e., Acting, Visiting, Consulting, By Courtesy and Voluntary Clinical appointments, use the following guidelines:				
IF - receiving Stanford salary (whether employed elsewhere or not)	X			The SU-18 is applicable to the work for which this individual is being paid by Stanford.
IF - NOT paid a Stanford salary, - employed elsewhere, - involved in Stanford sponsored projects, research activities** or software development		X		An agreement is required for anyone making use of Stanford resources in research activities or software development. Any resulting IP can be shared between Stanford and the other employer.
IF - NOT paid a Stanford salary, - employed elsewhere, - NOT involved in Stanford sponsored projects, research activities** or software development			X	

* SU-18 is filed in ACESS (link is located on either the "Employee Information" or "Academics" tabs); SU-18A is filed at <http://otlportal.stanford.edu/su18a>

** Research includes inquiry, experiment or investigation to increase the scholarly understanding of the involved discipline

STAFF	<i>SIGN SU-18 (Axess)</i>	<i>Waive agreement</i>	<i>Comments</i>
REGULAR STANFORD STAFF, except those below	X		Default requirement for all Stanford employees
Temporary (less than six months) or casual/part-time clerical employee - NOT involved with research - NOT hired to write software		X	The SU-18 can be waived for temporary or part-time office employees, as long as their job does not include writing software
SU Hospital employees paid on SU research grants/contracts or clinical trials	X ***		Should be collected by PI or program administrator and filed with OTL
*** May not be available to sign in Axess. If no PeopleSoft record, Hospital employee signs a paper agreement. Send the agreement to OTL and retain a copy in the department or project file.			

STUDENTS

GRADUATE STUDENTS AND POSTDOCS (all degrees/ programs, except those below)	X		Default requirement for all graduate students and postdocs
Honors Co-op students attending offsite from their company location via distance learning networks		X	No agreement needed UNTIL they arrive to participate in research on campus. Then an SU-18 is filed.
Honors Co-op students doing on-campus research	X		Same as on-campus graduate students
Non-matriculated grad students (visiting researchers)	X		
Undergraduate students with URP funding, or paid on SU sponsored projects	X		Undergrads not required to sign an SU-18, except in these circumstances
Undergraduate students in hourly paid, non-academic jobs (dining halls, libraries, offices, lab help)		X	Waived for undergraduate employees in non-research, non-software development jobs