
INTELLECTUAL PROPERTY POLICY

REASON FOR THE POLICY

The purpose of this policy is to:

- Encourage research, creation, and innovation;
- Promote the dissemination of protected Intellectual Property for commercial development;
- Specify individual and institutional ownership and property rights of Intellectual Property;
- Provide for income distribution or other benefits that encourages ongoing innovation; and
- Ensure ongoing compliance with federal regulations and Externally Funded Research or Sponsored Program requirements.

APPLICABILITY OF THE POLICY

This policy is applicable to the following individuals (each, a “Covered Person”):

- Any employee of Lipscomb University (“Lipscomb”), including any full- or part-time faculty, staff, or student-worker of Lipscomb;
- Any individual or entity who provides services to Lipscomb pursuant to a work-for-hire, independent contractor, or other similar agreement or arrangement with Lipscomb;
- Any student enrolled in any full- or part-time program of study at Lipscomb, regardless of employment status with Lipscomb while enrolled; and
- Any individual who is not employed by or affiliated with Lipscomb but utilizes Lipscomb facilities, equipment, and/or other resources, including, without limitation, individuals conducting research on- or off-campus, except for individuals who provide services solely to external third parties who lease space on campus from Lipscomb.

DEFINITIONS

Capitalized terms that are used but not otherwise defined in this policy have the following meanings:

CFR means the Code of Federal Regulations.

Copyright means a protected work of authorship, such as writings, music, and works of art that have been tangibly expressed. The subject matter for Copyright protection is set forth in 17 U.S.C. § 102.

Creator or *Inventor* is the Covered Person(s) who Invented, authored, or were otherwise responsible for the creation, Invention or discovery of Intellectual Property.

CRO means Lipscomb’s Chief Research Officer.

Derivative Work means a work based upon one or more preexisting works, such as a translation, musical arrangement, dramatization, fictionalization, motion picture version, sound recording, art

reproduction, abridgment, condensation, or any other form in which a work may be recast, transformed, or adapted. A work consisting of editorial revisions, annotations, elaborations, or other modifications, which, as a whole, represent an original work of authorship, is a *Derivative Work*.

Externally Funded Research or Sponsored Program means a grant or contract between Lipscomb and an external entity (such as a federal, state or local government, higher education institution, nonprofit organization, or for-profit entity) pursuant to which funding or other resources are provided to Lipscomb for the purpose of completing a specified project or program.

Federal Agency, as defined in 5 U.S.C. § 551(1), generally means each authority of the Government of the United States, whether or not it is within or subject to review by another agency.

Federal Award, as defined in 2 CFR § 200.1, has the following meaning, depending on the context:

- The Federal financial assistance that Lipscomb receives directly from a Federal Awarding Agency or indirectly from a pass-through entity, as described in 2 CFR § 200.101; or (ii) the cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal Awarding Agency or indirectly from a pass-through entity, as described in 2 CFR § 200.101.
- The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definition of Federal financial assistance in 2 CFR § 200.1, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations (48 CFR § 52.204-17).

Federal Award does not include other contracts that a Federal Agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities. See also the definitions of Federal financial assistance, grant agreement, and cooperative agreement in 2 CFR § 200.1.

Federal Awarding Agency, as defined in 2 CFR § 200.1, means the Federal Agency that provides a Federal Award directly to a non-Federal entity.

Instructional Materials means the content, assessment, and structure of the course and materials prepared in any form, including, without limitation, lectures, lecture notes, course syllabi, reading lists, exams, supplemental materials, assignments, study guides, bibliographies, visual aids, images (audio and/or visual), diagrams, slides, lab exercises, tools, simulations, multimedia presentations, web pages, digital media, or any combination thereof.

Intellectual Property means any Invention, discovery, improvement, Copyrightable work, Patent, Trademark, Trade Secret, and licensable know-how and related rights. *Intellectual Property* includes, without limitation, individual or multimedia works of art or music, records of confidential information generated or maintained by the university, data, texts, instructional materials, tests, bibliographies, research findings, organisms, cells, viruses, DNA sequences, other biological materials, probes, crystallographic coordinates, plant lines, chemical compounds, and theses. *Intellectual Property* may exist in a written or electronic (digital) form, may be raw or derived, and may be in the form of text, multimedia, databases, graphics, digital images, video and audio recordings, live video or audio broadcasts, performances, two- or three-dimensional works of art, musical compositions, executions or processes, film, film strings, slides, charts, transparencies, or other visual/audio aids.

Invention, as defined in 35 U.S.C. § 101, is any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof. An *Invention* is Patentable or may otherwise be protected under 35 U.S.C § 101 et seq., and may include any novel variety of plant which is or may be protectable under the Plant Variety Protection act (7 U.S.C. §2321 et seq.).

Net Income means all gross revenue, including, without limitation, royalties, received by Lipscomb with respect to Intellectual Property rights less all expenses incurred or encumbered by Lipscomb for the protection, development, administration, or transfer of such Intellectual Property, including, without limitation, registration or licensing costs, legal expenses, and costs associated with any external management entities.

ORG means Lipscomb's Office of Research and Grants.

Patent means a property right granted by the U.S. government to an Inventor to exclude others from making, using, offering for sale, or selling the invention throughout the United States or importing the invention into the United States for a limited time in exchange for public disclosure of the Invention when the Patent is granted.

Scholarly Work Product means any Copyrightable work product that is an artistic creation of which constitutes, or is intended to disseminate the results of, academic research or scholarly study. *Scholarly Work Product* may include, without limitation, books, Instructional Materials, theses and dissertations, articles, poems, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, or other works of artistic imagination. Software specifically needed to support a Scholarly Work Product or which is designed to disseminate the results of academic research and scholarly study is also considered a *Scholarly Work Product*.

Significant Use of Institutional Resources means the utilization of Lipscomb resources or facilities, which may include, without limitation, any of the following: the utilization of Lipscomb funding such as start-up or seed funding; release/reassigned time provided to a Covered Person pursuant to the terms of the Covered Person's employment contract (unless the terms of such contract expressly state that the Covered Person will own, together with any other applicable Creator(s), the Intellectual Property that is created, Invented or discovered in connection with such release/reassigned time); Externally Funded Research or Sponsored Program funding; Lipscomb facilities (including, without limitation, classrooms, laboratories, athletic spaces, music spaces, theater spaces, offices, or other physical space); Lipscomb educational or research equipment; and/or student workers; provided, however, that *Significant Use of Institutional Resources* does not relate to the utilization of Lipscomb's library facilities. In general, Intellectual Property created, Invented or discovered within the scope of employment or with substantive utilization of Lipscomb resources or facilities is considered to be created, Invented, or discovered through the *Significant Use of Institutional Resources*, while Intellectual Property created, Invented or discovered outside of the scope of employment and with no substantive utilization of Lipscomb resources or facilities is not considered to be created, Invented or discovered through the *Significant Use of Institutional Resources*.

Trade Secret means information that companies keep secret to give them an advantage over their competitors.

Trademark means any word, phrase, symbol, design, or a combination thereof that identifies the source of goods or services. Businesses and individuals use Trademarks with their goods or services so that customers recognize them in the marketplace and distinguish them from competitors.

U.S.C. means the United States Code.

USCO means the United States Copyright Office, a part of the Library of Congress.

Work for Hire means any of the following:

- A work prepared by an employee of Lipscomb within the scope of his or her employment;
- A work specially ordered or commissioned and which Lipscomb and the Creator(s) expressly agree in a signed, written instrument shall be considered as such; or
- Solely for Copyright purposes, a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. For purposes of the foregoing sentence, a “supplementary work” is a work prepared for publication as a secondary adjunct to a work by another author for the purpose of introducing, concluding, illustrating, explaining, revising, commenting upon, or assisting in the use of the other work, such as forewords, afterwards, pictorial illustrations, maps, charts, tables, editorial notes, musical arrangements, answer material for tests, bibliographies, appendixes, and indexes, and an “instructional text” is a literary, pictorial, or graphic work prepared for publication and with the purpose of use in systematic instructional activities.

PROCEDURES

Ownership of Intellectual Property

Lipscomb Ownership of Intellectual Property

General Rule. Subject to the exceptions set forth below, Lipscomb shall be the sole owner of all Intellectual Property that is (i) created, Invented or discovered through the Significant Use of Institutional Resources, (ii) supported directly or indirectly by funds administered by Lipscomb, (iii) developed within the scope of employment by employees, (iv) agreed in writing to be a Work for Hire, or (v) assigned in writing to Lipscomb.

If applicable, the Provost, upon consultation with the CRO and General Counsel, will determine whether or not Intellectual Property has been created, Invented or discovered through the Significant Use of Institutional Resources based on information provided by the Creator(s) in the ORG Intellectual Property Disclosure Form.

Externally Funded Research or Sponsored Programs. Any Invention “conceived or first actually reduced to practice in performance” of a government-funded project is, in general, deemed to be owned by Lipscomb. See 37 CFR § 401.1. Any determinations regarding ownership of such Inventions, including assigning an exclusive license for federal use, shall be made by the Provost, upon consultation with the CRO and General Counsel. Inventions and creations under Federal Awards, regardless of the amount of funding received, are required to be disclosed to the Federal government within a reasonable period of time pursuant to 37 CFR § 401 et seq. All disclosures to Lipscomb must be reported on the ORG Intellectual Property Disclosure Form, and ORG will be available to assist in identifying the appropriate federal or agency-specific Intellectual Property disclosure form. If the Provost, upon consultation with the CRO and General Counsel, determines not to secure or protect Intellectual Property under the Federal Award, the Federal government may

secure or protect the Intellectual Property; provided, however, if the Provost determines to secure or protect such Intellectual Property, the Federal government shall be granted perpetual nonexclusive license(s) of all Intellectual Property. Creators must comply with all contractual requirements, terms and agreement clauses, and regulatory requirements of Externally Funded Research or Sponsored Programs.

Exceptions to Lipscomb Ownership of Intellectual Property

Scholarly Work Product. Any Scholarly Work Product shall be owned by the Creator(s) and not Lipscomb, and any revenue generated as a result of such ownership shall reside entirely with the Creator(s), unless such Scholarly Work Product was (i) created, Invented or discovered through the Significant Use of Institutional Resources, (ii) supported directly or indirectly by funds administered by Lipscomb, (iii) developed as part of an Externally Funded Research or Sponsored Program, (iv) agreed in writing to be a Work for Hire, or (v) assigned in writing to Lipscomb.

With respect to Scholarly Work Product (other than commercial textbooks) that is wholly owned by one or more Covered Persons and will be published, the Covered Persons shall use best efforts to secure a perpetual, royalty-free, nonexclusive, and nontransferable license from the publisher(s) for Lipscomb to use the Scholarly Work Product for institutional and administrative purposes, provided that Lipscomb does not distribute the work to third parties other than Covered Persons. Any exceptions to this requirement must be approved by the Provost, upon consultation with the CRO and General Counsel.

Pre-Existing Rights. If Intellectual Property was wholly created, Invented or discovered by a Creator(s) prior to the Creator's(s') employment or engagement by Lipscomb, or is otherwise a Derivative Work of Intellectual Property that was wholly created, Invented or discovered prior to the Creator's employment or engagement by Lipscomb, ownership shall reside with the Creator(s).

Course Requirement. Intellectual Property created, Invented or discovered by any student(s) solely in fulfillment of an academic requirement (whether classroom, laboratory, research, or clinical), including student Scholarly Work Product, is owned by the student(s)-Creator(s). The student(s) will not have ownership of such Intellectual Property if it was co-created, co-Invented or co-discovered with a Lipscomb employee, involved the Significant Use of Institutional Resources, was a Work for Hire, was developed as part of an Externally Funded Research or Sponsored Program, was governed under an existing legal agreement that specifies different Intellectual Property ownership rights, or if the student(s) was employed by Lipscomb and the Intellectual Property was developed as a function of the student's employment.

Unclear Determination. If the ownership of Intellectual Property is not clearly determinable under the terms of this policy, ownership shall be determined by the Provost, upon consultation with the CRO and General Counsel, based upon available information, including, without limitation, any information provided on the ORG Intellectual Property Disclosure Form.

Disclosure of Intellectual Property

General Reporting Requirement. Any Intellectual Property that is created, Invented or discovered by a Covered Person must be reported with a reasonable amount of detail to ORG on the ORG Intellectual Property Disclosure Form within thirty (30) days of creation, Invention, or discovery, and in all cases, prior to publishing the Intellectual Property publicly or disclosing the Intellectual Property to any individual or entity not affiliated with Lipscomb. The purpose of this reporting requirement is to

enable Lipscomb to determine commercial potential, novelty, Copyright or Patent requirements, ownership rights, and other related issues.

Should there be any disagreement regarding the date that an Invention was created, Invented or discovered, the prevailing date shall be the date that is identified by the Creator(s) on the ORG Intellectual Property Disclosure Form. For Copyrightable material, the effective date shall be recognized as the date that the Copyrightable material was completed.

Disclosure to Third Parties. Covered Persons shall not disclose any unpublished, non-Patented or non-Copyrighted Intellectual Property that is wholly or partially owned or controlled by Lipscomb to any external third party without prior approval of the Provost, upon consultation with the CRO and General Counsel. If a Covered Person plans, desires or intends to discuss with or disclose to an external third party any such Intellectual Property, the Covered Person must first coordinate with the CRO and General Counsel to prepare a confidentiality agreement, which must be signed by the appropriate parties prior to the discussion or disclosure of such Intellectual Property. A Covered Person may disclose the need for such an agreement in the ORG Intellectual Property Disclosure Form. If a Covered Person receives a proposed agreement from a third party that relates to Intellectual Property that is wholly or partially owned or controlled by Lipscomb, the Covered Person shall deliver the agreement to the CRO and General Counsel for review, approval, and consideration prior to execution. All agreements with third parties related to Lipscomb-owned Intellectual Property must be prepared, processed and executed in accordance with Lipscomb policies and procedures, including, without limitation, Lipscomb's Contract Approval Policy.

Utilization of Artificial Intelligence. In all circumstances, Creators must disclose, through proper completion and submission of the ORG Intellectual Property Disclosure Form, the level at which any artificial intelligence was utilized in the creation, Invention or discovery of Intellectual Property, including, without limitation, the use of text and image resources, and other similar resources, whether subscription-based or open source. This disclosure requirement excludes the utilization of common editing and writing tools, including, without limitation, auto-correct, spellcheck, and other similar resources embedded within applicable software. (This requirement is aligned with the Statement of Policy issued by USCO on March 16, 2023.)

Public Domain. If a Creator(s) decides that all rights to any Intellectual Property that is created, Invented or discovered by the Creator(s) should irrevocably be released to the public domain, the Creator(s) must first obtain approval of the Provost, upon consultation with the CRO and General Counsel, to ensure that such release does not create a conflict with any of Lipscomb's current or pending agreements or arrangements, including with any third party who contributed toward creation, invention or discovery of the Intellectual Property.

Lipscomb Rights

Use of Intellectual Property for Certain Purposes

For Copyrightable works that are not owned by Lipscomb, in accordance with the section above entitled "Exceptions to Lipscomb Ownership of Intellectual Property," Lipscomb retains a fully paid, perpetual, non-exclusive, royalty-free license to use, re-use, distribute, reproduce, display, make Derivative Works, and make all traditional, customary or reasonable academic use of all student assignments, papers, essays, theses, dissertations, and Instructional Materials for the educational and research purposes of Lipscomb and Covered Persons. Such license includes the right to use content and structure of any course and to revise and update course material for the purpose of continuing to offer the course of instruction or to develop and offer derivative courses of instruction, in both

conventional and non-conventional settings (including, without limitation, any online distance education class, course, project or program). The foregoing license does not include a royalty-free license to use or to reproduce a published textbook for classroom or library use. Lipscomb will acknowledge the Creator(s) of these works unless the Creator(s) request otherwise. Lipscomb retains the right to use such course materials for its own educational and research purposes, including archiving the materials.

Brands

Lipscomb's Trademarks, Copyrights, service marks, brand, logos, and names are the property of Lipscomb. No Intellectual Property that is wholly or partially owned or controlled by Lipscomb shall include Lipscomb's Trademarks, Copyrights, service marks, brand, logos, or names without the express written permission of Lipscomb. Any requests for such use must be approved by the Provost, upon consultation with the CRO and General Counsel.

Common Law Rights

Lipscomb's ownership of Intellectual Property may exist at the time of the creation, Invention, or discovery thereof. Covered Persons shall only utilize Copyright, Trademark, or other Intellectual Property markings or symbols with respect to Intellectual Property that is wholly or partially owned or controlled by Lipscomb when permitted under applicable law and upon approval by the Provost, upon consultation with the CRO and General Counsel, whether or not Intellectual Property protection has been applied for or granted.

Net Income from Intellectual Property

Distribution of Net Income

Unless otherwise agreed to in writing by Lipscomb and the Creator(s), in the event that Lipscomb receives revenue from Intellectual Property that is derived from academic research or scholarly study and is not a Work for Hire, the Net Income will be distributed as follows on an annual basis:

- 50% to the Creator(s), and their legally recognized heirs;
- 20% to ORG;
- 20% to Lipscomb; and
- 10% to the Creator's college or academic unit, which shall be allocated pro rata among colleges or academic units if one or more Creators are associated with different colleges or academic units.

The distribution of any Net Income to a Creator who is an employee of Lipscomb will be subject to customary withholding tax, Social Security tax and other employment taxes as may be required by the State of Tennessee and the United States

Changes to Distribution

The Net Income distribution set forth above shall be recognized and followed unless a different distribution is approved by the Provost, the Dean(s) of the Creator's college(s), and the Senior Vice President for Finance and Technology, or their equivalents, upon consultation with the CRO and General Counsel. A different distribution might be approved for the following reasons, among others:

- If the Intellectual Property was created, Invented, or discovered in connection with an Externally Funded Research or Sponsored Program, and the awarding agency (including any Federal Agency) has specified distribution rates or amounts with respect to such Intellectual Property in the corresponding terms and conditions governing such award or such distribution rates or amounts are specified by federal or state laws or regulations;

- A non-governmental third party (e.g., an institution of higher education, business, industry, hospital, or other entity) has a shared right and interest in the Intellectual Property and is entitled to receive a distribution pursuant to an enforceable, written agreement;
- A different distribution is required pursuant to federal or state laws or regulations; or
- Unforeseen circumstances create an exigent need for redistribution, such as the elimination or change of an academic unit that was previously entitled to receive a distribution.

Net Income Sharing

In the event that multiple Creators have contributed to the creation, Invention or discovery of Intellectual Property that is subject to distribution, as set forth above, the Creators must mutually agree upon the allocation of Net Income distributions among the Creators and notify the ORG in writing of such allocation.

Disputes

Resolution

Questions or disputes related to the treatment or characterization of Intellectual Property pursuant to this policy, including the ownership of Intellectual Property, should be submitted to and will be resolved by the Provost, upon consultation with the CRO and General Counsel.

Appeals

Any decisions and determinations made by the Provost with respect to this policy may be appealed by providing a written statement with supporting documentation to the President within thirty (30) days of the determination by the Provost. An appeal to the President does not include a hearing, nor does it require the President to meet with the Covered Person(s) who submitted the appeal. The President, or his or her designee(s), may, in the President's sole discretion, consider any such written statement and supporting documentation along with any other information provided by the Provost. The President, or his or her designee(s), shall issue a determination, which shall be final and effective immediately, or as otherwise indicated by the President.

Research Misconduct

Concerns regarding research misconduct or the misappropriation of resources in the creation, Invention, discovery or reporting of Intellectual Property shall be reported to the CRO or Research Integrity Officer, which will be addressed in accordance with Lipscomb policies and procedures.

Roles and Responsibilities

Provost

In addition to the other responsibilities set forth in this policy, the Provost will, upon consultation with the CRO and General Counsel:

- Determine the necessity of securing any Intellectual Property protection, based upon information provided in the ORG Intellectual Property Disclosure Form, the novelty of the Intellectual Property, the potential for revenue generation (above the costs required for Intellectual Property protection), and other relevant factors; and
- Identify the type of Intellectual Property protection sought on behalf of Lipscomb after full disclosure has been received, or conversely, identify if Lipscomb will assign or release all Intellectual Property rights to the Creator(s).

ORG

ORG reports to the Office of the Provost and provides support for certain Intellectual Property matters. In particular, ORG has the following responsibilities in connection with this policy: reviews the submission of ORG Intellectual Property Disclosure Forms; provides support for reporting and compliance requirements related to Externally Funded Research or Sponsored Programs; assists with certain matters related to technology transfer and the protection of Intellectual Property; and has other responsibilities set forth in this policy. ORG does not provide support or management of any Intellectual Property that is not owned, at least in part, by Lipscomb. The ORG will, upon consultation with General Counsel:

- Establish appropriate maintenance/management protocols for certain protected Intellectual Property; and
- Provide guidance regarding the transfer of ownership, sale, or marketing/commercialization of certain Intellectual Property that is wholly or partially owned or controlled by Lipscomb.

Covered Persons

In addition to the other responsibilities set forth in this policy, each Covered Person must:

- Timely disclose to ORG any conflict of interest, either real or perceived, related to the creation, Invention or discovery of Intellectual Property, including any disclosures required for the administration or reporting of Externally Funded Research or Sponsored Programs;
- Maintain and utilize Intellectual Property in accordance with local, state, and federal laws and regulations, and ensure that all ongoing activities are compliant with Lipscomb policies and procedures;
- If applicable, assign title to Intellectual Property to Lipscomb to enable Lipscomb to satisfy the terms of any applicable funding or contractual arrangement;
- As necessary, cooperate with Lipscomb in securing and protecting any Intellectual Property that is wholly or partially owned or controlled by Lipscomb, including cooperation in obtaining Patent, Copyright, or other suitable protection for such Intellectual Property and in legal actions taken in response to alleged infringement;
- If the Covered Person engages in outside consulting work, ensure that no agreement or arrangement with an external third party is ever in conflict with the terms of this policy, including any arrangement that might result in the assignment of Intellectual Property rights to a third party without approval of the Provost;
- If the Covered Person is entitled to receive distributions of Net Income in accordance with the terms of this policy, ensure that ORG has current contact information upon the Covered Person's departure from Lipscomb so that Lipscomb may make appropriate payments and properly submit IRS reports on Form 1099-MISC, as may be necessary; and
- Retain all data, information, schematics, artwork, files, and other materials related to Intellectual Property in a format that is reasonable accessible. Such materials should be retained for the life cycle of the Intellectual Property that is wholly or partially owned or controlled by Lipscomb, regardless of the Covered Person's employment status. Upon departure from Lipscomb, each Covered Person should retain copies of such materials, ensuring that all original sources of such materials remain within the archives of ORG.

For avoidance of doubt, Covered Persons do not have any authority to own, sell, or transfer ownership of rights of Intellectual Property that is wholly or partially owned or controlled by Lipscomb without prior approval of the Provost and Senior Vice President for Finance and Technology, or its equivalent, upon consultation with the CRO and General Counsel.

Conflict

This policy is subject to applicable law. In the event of a conflict between the provisions of this policy and applicable law, including, without limitation, 17 U.S.C. § 101 et seq. or 37 CFR, the provisions of applicable law shall control.

FORMS

- ORG Intellectual Property Disclosure Form

CONTACT

For additional information or questions regarding this policy, contact the Office of Research and Grants, which can be reached at 615.966.5907.



Office of Research and Grants Intellectual Property Disclosure Form

Pursuant to the terms of Lipscomb University’s Intellectual Property Policy (the “Policy”), the Office of Research and Grants Intellectual Property Disclosure Form is a confidential form to be signed and submitted by the Creator(s) with ORG. For the purposes of institutional review, approval, and subsequent support for federal reporting or securing such Intellectual Property, ORG may share the document or selected contents of the document with internal administrators who have a need to know. Documentation may also be shared with individuals external to Lipscomb, including selected Intellectual Property attorneys, federal program officers, and others who require the contents to support Lipscomb in securing or protecting Intellectual Property.

Capitalized terms used in this form shall have the same meanings as set forth in the Policy unless otherwise defined herein.

Creator(s):	Identify the name(s) of all individual(s) responsible for creation, Invention or discovery of the Intellectual Property, and the approximate level of their participation such that all percentages total 100%. If any individual is not affiliated with Lipscomb, please identify their affiliation. <i>Example:</i> <i>Dr. A. Smith, Lipscomb Faculty, 75%</i> <i>Dr. B. Jones, Lipscomb Staff, 15%</i> <i>Ms. C. Green, Lipscomb Student, 10%</i>
Point of Contact:	Identify the single point of contact for this disclosure
Significant Resources:	Identify all Lipscomb facilities or resources utilized in the creation, Invention or discovery, including, without limitation, the utilization of Lipscomb start-up (seed) funding, institutional grants and funding, laboratory facilities or space, classroom and research equipment, time and effort, and/or personnel administration.
Conflict of Interest:	Specify if any Creators have a conflict of interest, either real or perceived, related to the creation, Invention or discovery of the Intellectual Property, including any disclosures required for the administration or reporting of Externally Funded Research or Sponsored Programs. If there are multiple Creators, make sure all have filed Financial or Significant Financial COI Disclosure Forms.
Type of Intellectual Property:	Identify if the Intellectual Property appropriately fits into the category of an Invention, discovery, improvement, Copyrightable work, Patent, Trademark, Trade Secret, or licensable know-how.
Description and Summary:	Describe the specific novelty and utility of the Intellectual Property, and attach any manuscripts, images, and/or technical details:
Describe Related References:	Identify relevant sources that highlight the Creator’s claim of originality.
Public Search:	Specify if a thorough search of public Patents or other Intellectual Property databases (e.g., USPTO Patent Public Search) has been conducted to support the claim of originality and the results of such search.
Externally Funded:	Specify if the Intellectual Property has been created, Invented or developed as a result of an Externally Funded Research or Sponsored Program. If so, specify if the funding agency been notified by ORG.
Public Disclosure:	Specify if any public disclosure of the Intellectual Property has been made, such as in journals, conferences, to industry organizations, websites, or other sources If not, specify if any public disclosure is planned.
Commercialization, Marketability:	Identify the ability of the Creator(s) and Lipscomb to commercialize or market the Intellectual Property.

This form is qualified in its entirety by the terms of the Policy. In the event of a conflict between the provisions of this form and the Policy, the provisions of the Policy shall control. Any questions related to this form should be directed to the CRO.

The undersigned hereby certifies that the information in this form is current, accurate, and complete. Misrepresentations or material omissions may be subject to liability pursuant to applicable law.

Signature: _____

Date: _____

Print Name: _____