CONFIDENTIAL

UCF Office of Technology Transfer
Software Disclosure Form

Please submit the completed and signed document to your Unit's respective IP and Licensing Specialist using the contact information found on tt.research.ucf.edu/find-ip-team

INSTRUCTIONS for submission and required documentation:

1. **Fully complete this 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 Office of Technology Transfer to determine the best method to protect the intellectual property as well as identify possible opportunities for transfer or commercialization of the Work.
2. **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 OneDrive, TEAMS, or USB drive for registration with the U.S. Copyright Office.
3. **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).
4. **Remember that all Software created at UCF should carry the following copyright notice:**

   © Year of creation University of Central Florida.
   (Example: © 2023 University of Central Florida.)

   To provide the best notice of rights in Software, the copyright notice, at minimum, should appear: 1) within the code itself (within each file and in a readme.txt file); 2) on the computer screen when the user enters the program; 3) at the beginning of any printed or plotted output; 4) on any packaging materials containing the Software; 5) at the beginning of the user's manual or documentation; and 6) on all promotional literature and sales literature.
5. Source code that may be commercialized should be maintained as confidential and distributed or shared outside of UCF only under an agreement from the Office of Technology Transfer, providing for its non-disclosure.
6. **Please note that Software can be an embodiment of a patentable invention**. This is another reason to maintain confidentiality. If you believe an invention exists, please also complete the Invention Disclosure Form which can be found at tt.research.ucf.edu/forms-documents/.

DISCLOSURE

1. **Name or title of the Software program ("Software"):**

2. **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 creators.

3. **Briefly describe the Software and explain the objective of the Software:**

4. **Provide a description of the project and the conditions under which the Software was completed:**

   a. **Field of use:**

   b. **Year Software was completed:**

   c. **Source code languages:**

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

5. **Identify all creators of this Software (creators are individuals who authored/co-authored Software code):**
   Please complete all creator fields in their entirety.

IMPORTANT NOTES:

- ***Department designation is used for credit reporting and future royalty revenue distributions. Please list the department(s) responsible for providing financial support for this Software, including your salary and other support. Please indicate percentages if more than one department shared costs. If you are a student, please list the department(s) which provided financial or other support.***
- ***Correctly identifying all creators is important, especially non-UCF creators, because by law, joint creators of a copyrighted work are entitled to an accounting of any profits received from licensing if there's no written agreement otherwise.***

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

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

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

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

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

a. Are there any creators whose contribution was anonymous or pseudonymous or are otherwise unidentifiable? Yes ☐ No ☐ If yes, please list:
b. Are there any creators who are no longer living? Yes ☐ No ☐ If yes, please identify and provide year of death:

6. **Is any part of the Software drawn from or derived or based upon pre-existing Software or does it contain any pre-existing materials or information from one or more outside sources**? Yes ☐ No ☐ If yes, please list:

7. **Was artificial intelligence technology ("AI") used in relation to the creation of this Software, or was the Software produced by or with the assistance of AI?** Yes ☐ No ☐

   If Yes, is any code or other content of the Software AI-generated? Yes ☐ No ☐

   If yes, please list the AI-generated content, the AI tool used, how that AI tool operates, and how it was used to create the relevant part of the final Software:

   Software is typically protected by copyright and applicants have a duty to disclose the inclusion of AI-generated content in Software submitted for copyright registration and to provide a brief explanation of the human creator(s) contributions to the Software. The U.S. Copyright Office intends to conduct case-by-case inquiries, focusing on "how the AI tool operates and how it was used to create the final work."

8. **Do you think there may be a related patentable invention?** Yes ☐ No ☐ If yes, please provide a short description of the invention:

9. **Have you also submitted an Invention Disclosure Form?** Yes ☐ No ☐ If yes, please provide the title of the invention:

10. **Identify all sources of support/funding for this Software (if none, please sign declaration below) (<u>VERY IMPORTANT</u>):**
Identify the specific grant, UCF project number, and the external sponsors (governmental agencies, industrial sponsors, private agencies, or others) which provided support used to defray the costs related to the creation of the Software. This information is needed to determine whether this Software is subject to the terms of sponsorship rights or obligations:

<u>External Support/Funding</u>:

A. COLLABORATION WITH OTHER INSTITUTIONS	**NAME OF INSTITUTION**	**NAMES OF COLLABORATORS**
B. CORPORATE OR FOUNDATION SPONSORSHIP	**SPONSOR**	**CONTRACT/GRANT #/AWARD #**
C. FEDERAL FUNDS	**FUNDING AGENCY**	**CONTRACT/GRANT #/ AWARD #**

<u>No External Funding Declaration:</u>

☐ ***<u>I attest and verify that no sources of external funding were used in the creation, conception, and/or fixing of this Software in a tangible medium of expression (putting into physical form that can be perceived, reproduced or otherwise communicated).</u>***

<u>Signature of UCF Creator:</u> _____

<u>Signature of UCF Creator:</u> _____

Internal Funding*: (List all funding sources administered by the University that directly or indirectly supported the Software, including departmental discretionary, startup, indirect costs, etc.)*

Description

11. **List any and all existing agreements regarding this Work:**
(e.g. sponsorship agreements, commissioned work agreement, confidential disclosure agreements, consulting agreements, material transfer agreements, visiting artist's agreements or other agreements which are in place)

12. **Identify anyone who has viewed a demonstration of the Software (if none, please note):**

WITHIN UCF:

NAME	DEPARTMENT	DATE VIEWED

OUTSIDE UCF:

NAME	INSTITUTION/ORGANIZATION	DATE VIEWED

13. **Identify anyone who possesses a copy of all or part of the Software.**

WITHIN UCF:

NAME	DEPARTMENT	DATE RECEIVED

OUTSIDE UCF:

NAME	INSTITUTION/ORGANIZATION	DATE RECEIVED

14. **Is the Software a modification of or improvement to an existing work?** Yes ☐ No ☐

EXISTING WORK	DEVELOPER(S)	HOW HAS IT BEEN CHANGED IN THE NEW SOFTWARE?

15. **Does the Software incorporate any elements not original to the creator?** Yes ☐ No ☐
(e.g., program code, data, files, subroutines, embedded modules, runtimes, voices, sounds, graphics, or images)

DESCRIPTION OF INCORPORATED ELEMENT	SOURCE	RELEASE OR LICENSE OBTAINED AND ATTACHED?
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐

16. **Describe the state of Software development (e.g., fully functional? Fully tested by developers and/or others?):**

17. **Describe the methods employed by the Software:**

18. **Describe the hardware configuration needed to operate the Software:**

19. **Identify the required operating system and any needed utilities:**

20. **Identify the code format recommended for Software distribution** (e.g., object code only, object and source, etc.)**:**

21. **Describe the future development plans for this Software:**

MARKETING INFORMATION

22. **Identify the commercial Software products most similar to the Software and explain how the Software compares to each:**

23. **Assess how "user-friendly" this Software is relative to its intended users** (e.g., help features, user manuals, etc.):

24. **Describe the level of support the developers are prepared to provide:**

25. **Describe the potential end users of this Software:**

COMMERCIALIZATION OF THE SOFTWARE

What do you see as the commercial avenue for the Software?

26. **Identify any parties who are currently interested in licensing the Software:**

ORGANIZATION	PERSONAL CONTACT	PHONE NUMBER

27. **Identify any parties or groups who may be interested in licensing the Software:**

ORGANIZATION	PERSONAL CONTACT	PHONE NUMBER

28. **Identify any independent experts in this or a relevant Software market who could provide additional information about potential customers for this Software:**

ORGANIZATION	PERSONAL CONTACT	PHONE NUMBER

29. **Please provide an estimate of the price range for this Software:**

$

30. **Do you think this Software could provide a foundation for the formation of a start-up company?**
    Yes ☐ No ☐

31. **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?

32. **Do you want this Software to be made available through Open Source or Academic Use licensing?**
    Yes ☐ No ☐ If yes, please explain.

Signatures and Certifications of all listed creators (minors require counter signature by parent or legal guardian):

UCF CREATOR CERTIFICATIONS*:

I, the undersigned hereby disclose to the OTT of the University of Central Florida a software technology, which I believe to be an original work and of which I certify that I am a creator. I further certify that I have not knowingly omitted the inclusion of any other creator(s).

I, the undersigned, certify that I have read and agree with the contents of this disclosure. To the best of my knowledge, all statements and information provided in this disclosure form are true and complete.

Although as a condition of my employment with UCF and/or my performance as University Personnel, I was obligated to assign, and assigned ownership of this Software to the University, I hereby reconfirm my assignment of this Software, expressly assigning any right, title and interest including, without limitation, all copyrights, and the right to sue for and retain damages relating to past, present and future infringement thereof.

In addition, and also as a condition of my employment with UCF or as University Personnel, although I may have already executed an assignment to the University for title to any inventions I make in the field or discipline in which I am employed by the University or with the use of university support (as defined in UCF Regulations), I hereby reconfirm my assignment as to the specific invention disclosed herein, if the Software is an embodiment of a patentable invention, and expressly assigning any right, title and interest including, without limitation, the right to sue for and retain damages relating to past, present and future infringement thereof and the right to priority to the University of Central Florida Board of Trustees or its designee, University of Central Florida Research Foundation, Inc. (UCFRF).

I understand and agree that all rights, obligations and financial interests pertaining to or derived from the technology are as determined under the applicable Collective Bargaining Agreement (https://www.collectivebargaining.ucf.edu/completecba.asp), UCF Policies (https://policies.ucf.edu/), UCF Regulations (https://regulations.ucf.edu), including UCF-2.029 and UCF-2.033, and the UCFRF Royalty Distribution Guideline (https://www.research.ucf.edu/researchfoundation/FoundationTools.html). I also understand that the CBA, UCF Policies, and UCF Regulations change from time to time, and that it is my responsibility to be aware of the most up-to-date documents.

I understand and agree that authorization for use or revision of the Software outside of the University may only be granted by University or its designee UCFRF, and that in accordance with the UCFRF Royalty Distribution Guideline, distributable proceeds will be shared equally among the UCF creators and this signed disclosure is a written agreement relating to my equities and/or the allocation of proceeds, in the absence of an expressly superseding agreement, and subject to any preexisting terms or commitments to outside sponsoring contractors or agencies.

I agree to assist the University in obtaining releases from persons giving financial or creative support to the development or use of the Software, as applicable, and if applicable, reporting the related invention to a research sponsor and to assist in the evaluation of the Software for possible patenting and/or registration of copyright, if applicable; and commercialization of any technology described in this form. I further agree to execute all documents as requested to assign my rights to the University or its designee in and to the copyrightable work or any patent application or other statutory form of intellectual property protection filed in connection with this disclosure, and to cooperate with the University in commercializing the disclosed technology. I certify the development or use of the Software does not infringe upon any existing copyright or other legal right.

***SIGNATURES OF UCF CREATORS(S):**

Typed Name	Signature	Date

***SIGNATURES OF NON-UCF CREATOR(S):**

To the best of my knowledge all statements and information provided in this disclosure form are true and complete.

Typed Name	Signature	Date