**This form is used to disclose new software for assessment and possible commercialization and to meet obligations of disclosure as required under TAMUS Policy 17.01. Submit the completed, signed Disclosure of Software form, Author Data Sheet(s), Agreement for the Distribution of Licensing Income for Software form, and any additional documentation to Texas A&M Innovation at** [**invent@tamus.edu**](mailto:invent@tamus.edu)**.**

1. *Name/Title of Software*:

2. *Type of Software (stand-alone program, app, web-based app, other (describe)):*

3. *Key Words*:

4. *Lead Author[[1]](#footnote-1)*:

5. *Other A&M System Author(s)*:

6. *Non-A&M System Author(s)*:

7. *Summary of Software*:

Briefly describe the software.

8*. Similar Software*:

Describe similar, existing software or methods that perform functions similar to the disclosed software.

9. *Benefits and Advantages*:

What are the advantages of the disclosed software over existing software or methods, what problems does the disclosed software solve, what new applications are achieved?

What features are new, unexpected, or critical?

What are any disadvantages of the disclosed software, and how might these be overcome?

10. *Technical Specifications*:

Describe the technical specifications of the disclosed software

(i.e. hardware requirements, third-party programs required, programming language, etc.)

11. *Licenses*:

List and attach copies of licenses to any third-party software, code, or programs used in the development of the disclosed software:

12. *Support and Documentation*:

Is there a manual or list of instructions? Yes No

If “Yes”, attach a copy in electronic (pdf or MS Word) format.

Describe the level of user support required:

13. *Potential Users*:

Describe potential users of the disclosed software and any information on promotion, marketing, or distribution that you believe may be valuable in realizing the full potential of the software.

14. *Copyright*:

What year was the software completed?

Has the software, including its source code, been published or made available to third parties?

Yes No

If “Yes”, identify the date and country of the first publication and to whom it was provided or made available:

15. *Outside Commercial Interest*:

Are you aware of any commercial interest from companies, including start-up interest, in this software? Yes No

If “Yes”, include company names and contacts that you may have.

16. *Continuing Work*:

If work on the software is to be continued, identify the source(s) of funding and nature of the work.

17. *Origination*:

Identify TAMUS department, center, or institute, or non-TAMUS entity that provided the facilities or services under which the software was conceived and developed.

Was the disclosed software made as part of the authors’ assigned duties within the TAMUS member? Yes No

18. *Funding:* *Rights in software may be impacted by, or obligated under, the terms of agreements with entities that provided the funding that led to the software’s development. Examples of entities that provide funding under agreements include, but are not limited to, federal agencies, state agencies, non-profit research foundations, commodity boards, private companies, industry associations/organizations, and providers of gift contributions.*

Describe the internal resources that were used in the development of this software:

Which A&M System member(s) funds were utilized in the creation of the software (e.g. AgriLife, TAMU, TEES, etc.):

Identify all external sources of funding used in the conception and development of the disclosed software; include grant numbers or other unique, assigned identifiers for each in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of Funding Agency/Entity* | *Federal Grant/Agreement/ Contract/Other Type of Award No.* | *MAESTRO Project ID No. (M######)*  *(other Internal Acct. No./*  *other Type of Internal Reference No. if no MAESTRO Project ID)* | *Office managing award*  *(AgriLife, TAMU, SRS, TEES, etc.)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

16. *Export Control. THIS SECTION MUST BE COMPLETED. The Texas A&M University System (TAMUS) has an obligation to implement an export control compliance program to reduce the risk of export control violations. All employees and students must be aware of and are responsible for the export control implications of their work and must ensure their activities conform to export control laws and regulations. There are severe institutional and individual sanctions for violations of export control laws and regulations, including the loss of research funding, loss of export privileges, as well as criminal and civil penalties. It is important for the A&M System to understand if the software that is the subject of this disclosure is controlled by export regulations.*

Answer the following questions for this purpose:[[2]](#footnote-2)

To the best of the authors’ knowledge, is the software being disclosed or the technical information in the disclosure subject to US export Control laws including, without limitation, those implemented by the Department of Commerce through its Export Administration Regulations (EAR)[[3]](#footnote-3) and the Department of State through its International Traffic in Arms Regulations (ITAR)[[4]](#footnote-4), as well as those imposed by the Treasury Department through its Office of Foreign Assets Control (OFAC)[[5]](#footnote-5)? Yes No

If yes, explain:

Does this disclosure involve actual software that has been completed or is the software only theoretical?

Was there any language in your grant that prohibits the participation of foreign nationals?

Are there any publication restrictions in your grant or contract? Yes No

**Complete an Author Data Sheet for each named author including non-TAMUS authors and submit all Author Data Sheets with the Disclosure of Software[[6]](#footnote-6).**

Name/Title of Software:

*Contribution:*

Briefly describe your contribution to the disclosed software:

*Author:*

First Name:

MI:

Last Name:

Preferred Salutation:       Degree:

(e.g. Ms., Mrs., Mr., Dr., Other (identify)) (e.g. PhD, DVM, MD, MS, BS, Other (identify))

University ID Number (UIN):

Country of Citizenship:

|  |  |
| --- | --- |
| Work Address | Home Address |
| Street Address | Street Address |
| City/State/Zip | City/State/Zip |
| Phone: | Phone: |
| Email: | Email: |

Identify any joint appointments and/or affiliation that you have with another institution, including but not limited to joint appointments within TAMUS (if any):

TAMUS Employment Status/Title (including former employees):

(e.g. Professor, Assistant Professor, Associate Professor, Employed Student, Other (identify))

Are you a former Texas A&M University System Employee? Yes No

If “Yes”, were you employed by the A&M System at the time of creation of the software?

Yes No Provide additional information if needed:

TAMUS Member (e.g. AgriLife, TAMU, TEES, TTI, TAMU-Kingsville, TAMU-Corpus Christi, etc.):

Department/Division:

Laboratory or Center:

If “No”, Non-TAMUS Employment Status/Title **(for non-TAMUS authors only):**

Name:

Status:

Position/Title:

Organization Name:

**Each named TAMUS author must sign and date this page; non-TAMUS author signatures are optional, but still must be named on this page. Identify each author’s percentage of contribution to the disclosed software[[7]](#footnote-7).**

Name/Title of Software:

Author Signatures

I/We certify that the information in this Disclosure of Software is complete and accurate.

% Contribution Date

Printed Name:

% Contribution Date

Printed Name:

% Contribution Date

Printed Name:

% Contribution Date

Printed Name:

% Contribution Date

Printed Name:

% Contribution Date

Printed Name:

Witness Signature (optional)

Disclosed to and understood by me on this       day of Month, Year

Printed Name:

Submit this completed Disclosure of Software form, including all Author Data Sheet(s), and Author signatures where applicable, to invent@tamus.edu or mail to:

**Texas A&M Innovation / Attn: Disclosure of Software**

**3369 TAMU / College Station, TX 77843-3369**

**AGREEMENT FOR DISTRIBUTION OF LICENSING INCOME FOR SOFTWARE**

**To be completed by TAMUS-employed authors only (currently employed or employed by TAMUS at the time of the author’s contribution to the software).**

I/We, the undersigned, as named TAMUS author(s) on the subject software, agree and acknowledge that:

(i) licensing income generated by this software which accrues to named authors(s) under The Texas A&M University System (TAMUS) Policy 17.01, *Intellectual Property Management and Commercialization*, should be distributed to the named author(s) in the proportions (percentages) designated below;

(ii) authors must notify Texas A&M Innovation if their address changes; and

(iii) in the event the authors are unable to agree upon an appropriate sharing arrangement amongst themselves, the sharing portions will be decided by the authors’ member CEO and this decision will be binding on the authors.

|  |  |  |  |
| --- | --- | --- | --- |
| Agreement for Distribution of Licensing Income for  Name/Title of Software: | | | |
| Author Name (printed) | Author Signature | Percentage[[8]](#footnote-8) | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. For purposes of this disclosure, designate a person that is currently employed by The Texas A&M University System [↑](#footnote-ref-1)
2. If you are unsure if the software that is the subject of the disclosure is subject to export control, please check with the Office of Research Compliance. The Office of Research Compliance (ORC) maintains a website with export control information and resources at <http://researchcompliance.tamu.edu/>. Additional information and resources regarding these and other regulations that impact university activities can be found at <http://researchcompliance.tamu.edu/export-controls>. Questions on export controls can be sent to [exportcontrols@tamu.edu](mailto:exportcontrols@tamu.edu). [↑](#footnote-ref-2)
3. The Export Administration Regulations (EAR) 15 CFR 700-799 can be found at <http://www.access.gpo.gov/nara/cfr/waisidx_99/15cfrv2_99.html>. [↑](#footnote-ref-3)
4. The International Traffic In Arms Regulations (ITAR) 22 CFR 120-130 can be found at <http://www.pmddtc.state.gov/regulations_laws/itar_official.html>. [↑](#footnote-ref-4)
5. The Office of Foreign Assets Control (OFAC) 31 CFR 500-599 can be found at <http://www.access.gpo.gov/nara/cfr/waisidx_08/31cfrv3_08.html#500>. [↑](#footnote-ref-5)
6. Additional Author Data Sheets may be found athttp://innovation.tamus.edu*.* [↑](#footnote-ref-6)
7. All TAMUS-authors must also complete the “Agreement for Distribution of Licensing Income for Software” form on the following page. The above percentages are not intended for purposes of TAMUS distribution of licensing income. [↑](#footnote-ref-7)
8. Percentages must total to 100% [↑](#footnote-ref-8)