



STANFORD UNIVERSITY

Requirements for Patent and Copyright Agreements

STAFF	<i>SIGN SU-18 (Acess)</i>	<i>SIGN SU-18A (paper *)</i>	<i>Waive agreement</i>	<i>Comments</i>
REGULAR STANFORD STAFF, except those below	X			
Temporary (less than three 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

FACULTY

REGULAR FACULTY APPOINTMENT, except those below	X			
Visiting Faculty NOT involved with lab research or software development			X	Have faculty status at another institution, and are not being paid by Stanford
Visiting faculty participating in SU research or software development without SU compensation		X		Involved in research or software development at Stanford, and are paid by their home school (not paid by Stanford)

FACULTY (continued)	<i>SIGN SU-18 (Axess)</i>	<i>SIGN SU-18A (paper *)</i>	<i>Waive agreement</i>	<i>Comments</i>
“Consulting” faculty employed elsewhere, no Stanford salary, may be paid an honorium to teach at Stanford (NO research, NO software development)			X	May be corporate personnel appointed to teach occasional courses or mentor students
“Consulting” faculty employed elsewhere, no Stanford salary, involved in SU research or software development		X		Same as Visiting Faculty working on research.

STUDENTS

GRADUATE STUDENTS AND POSTDOCS (all degrees/ programs, except those below)	X			
Honors Co-op students attending offsite from their company location via distance learning networks			X	No agreement needed UNTIL they arrive to work on campus.
Honors Co-op students attending on-campus classes or 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

* SU-18A not available electronically. Currently filed on paper and sent to OTL

** May not be available to sign in Axess. If no PeopleSoft record, Hospital employee sends a paper agreement to OTL with a copy retained in the project file.