Frequently Asked Questions
Patent and Copyright Agreement (SU-18)

On July 1, 2011, a new Patent and Copyright Agreement (form SU-18) was issued. All staff, faculty, graduate students, and postdoctoral fellows are asked to review and electronically sign the agreement.

1. Is the email from David A. Jones (su18mailingjuly2011@stanford.edu) a legitimate mailing or spam?
   This is a legitimate mailing to all staff, faculty, graduate students, and postdoctoral fellows from the Vice President of University Human Resources. As an employee of Stanford University, the SU-18 is a required employment document that applies to you, regardless of whether you conduct research at Stanford. It is a standard employment document for employees.

2. How did you get my name and why this was sent to me?
   This email was sent to all staff, faculty, graduate students, and post doctoral fellows at Stanford University. The email was sent because of the requirement to complete the new SU-18 form, Patent and Copyright Agreement.

3. I am in an administrative job and don’t create or invent anything. Do I still have to complete my agreement?
   Yes. It is a requirement for all employees, as well as graduate students and postdoctoral fellows.

4. If I deleted the email or the link doesn’t work, is there another way I can review and accept the patent agreement?
   The link in the original email sent from David A. Jones was a unique link specific to the recipient. If you deleted the email or it was forwarded to you from another staff member, there is a new way to electronically sign the patent agreement. Log into Axess (https://axess.stanford.edu); click the link to “Patent and Copyright Agreement (SU-18)” to review and submit your electronic signature. Employees will find the link to the Patent and Copyright Agreement (SU-18) on the Employee Information tab. Graduate students and Postdoctoral Fellows will find the link on the Home tab. The link in the original email and the link after logging into Axess are the same patent agreement, so please choose the method you prefer to review and accept.

5. I signed the agreement, but I have no idea if what I am doing is "potentially patentable." Could you provide some guidelines?
   Information regarding your questions can be found at the following three websites:
   • Copyright policy: http://rph.stanford.edu/5-2.html#5_ec1
   • Inventions, patents and licensing: http://rph.stanford.edu/5-1.html
   You may also want to review the information at the Office of Technology and Licensing website, http://otl.stanford.edu/.

6. I have questions unique to my situation; who can I contact?
   Reviewing the key websites listed in Question 5 may answer your questions related to your situation. If you have questions that are not answered on those sites, please send an email to: su18mailingjuly2011@stanford.edu.