

# Frequently Asked Questions

## Patent and Copyright Agreement (SU-18)

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*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#Sec1>
- 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](mailto:su18mailingjuly2011@stanford.edu).