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## Guidelines for the Application of Emory's Intellectual Property Policy to Inventive or Copyrightable Contributions by Staff in The Office of Research Administration

The Emory University Intellectual Property Policy (Policy 7.6) outlines the rights, roles and responsibilities of members of the University Community relative to the creation and management of intellectual property. This policy is referred to as the IP Policy in these guidelines. The IP Policy applies to all Emory Personnel, including the staff of the Office of Research Administration (ORA), which includes, among other units, departments, and offices, the Office of Technology Transfer (OTT), the Office of Research Compliance (ORC), the Office of Sponsored Programs (OSP), the Office of Grants and Contracts (OGCA), and the Conflicts of Interest Office (COI). For convenience, all offices, departments, units, and personnel ultimately falling under the supervision of the Vice President for Research Administration are referred to in this document as ORA.

ORA is responsible for supporting and overseeing the research enterprise at all stages. Responsibilities of ORA staff include assisting faculty with requests for research funding; managing funding sources and relationships; monitoring and regulating research practices to comply with legal, regulatory, and ethical duties; and soliciting, evaluating, protecting, and licensing new inventions and creative works. OTT, in particular, is involved in evaluating the commercial potential of proprietary materials, directing the use of university funds to secure appropriate intellectual property protection, prioritizing the allocation of staff effort on projects, and providing oversight for the distribution of any revenues received from the licensing of intellectual property rights. In the course of carrying out its duties and responsibilities, ORA has access to privileged and confidential information related to faculty/staff research, teaching, and clinical activities, as well as, the opportunity for intellectual property protection and commercial outcome of this work.

For these reasons, Emory University has determined that ORA, including any ORA staff member, shall not participate in the distribution of any revenue (as currently defined under 7.6.05/06 of the IP Policy) as a result of the fact that one or more members of the ORA staff has become a Contributor under the IP policy. This exclusion from participation in revenue applies to all categories of recipients of revenue identified in the IP Policy, such as Department, School/Center, and Contributor. In the case where such a contribution is made by one or more members of the ORA staff, all distributions will be calculated as though said contribution had not been made. These guidelines will continue to apply to any revised version of the IP Policy unless explicitly revoked. These guidelines only apply to participation in revenue that might otherwise arise because an individual staff member became a "Contributor," and not to any other authorized sharing in revenue arising from proprietary materials. The inventorship or authorship of an ORA staff member shall be listed on any patents, copyrights, or other proprietary materials as required by applicable law, and ORA staff members will cooperate as necessary with Emory's efforts to protect and license any such proprietary material.