



UNIVERSITY
of HAWAII®
MĀNOA

Office of the Dean
College of Arts and Humanities

DATE:

TO:

FROM: Peter Arnade, Dean

SUBJECT: Invention Disclosure and Assignment Agreement

The University of Hawai'i's policies and procedures relating to intellectual property rights are in the reference section of the 1995-1999 Agreement between UHPA and the Board of Regents of the University of Hawai'i ("Agreement") or at the University's website¹. Since these policies apply to you and your work at the University, you should familiarize yourself with these policies and procedures. Two of the provisions require that you:

- Promptly report and fully disclose in writing to the University of Hawai'i all inventions, whether patentable or not, which are conceived OR first reduced to practice in whole or in part in the course of your work at the University of Hawai'i OR through your use of any University of Hawai'i facility or resources; and
- Assign to the University of Hawai'i all your rights, title and interest in invention(s) subject to the University of Hawai'i policies and procedures, and to execute and deliver to the University of Hawai'i all declarations, assignments, powers of attorney or other documents as they may be necessary in the course of invention evaluation, patent prosecution, protection of patent rights, licensing or any other activity associated with such invention unless special arrangements have been approved by the Senior Vice President for Research.

I acknowledge receipt of the Agreement and the University of Hawai'i Patent and Copyright Policy.

Name (please print or type): _____

Signature: _____

Date: _____

¹The following policies and procedures can be found at <https://www.hawaii.edu/policy/> :

- University of Hawai'i Patent and Copyright Policy (Title 20, Hawai'i Administrative Rule, Chapter 3) @ <http://www.hawaii.edu/offices/bor/adminrules/>
- Administration of the Patent and Copyright Policy (Systemwide Executive Policy EP 12.205)
- Procedures for Invention Identification, Disclosure and Reports Under State Funding (Systemwide Administrative Procedure A5.500)
- Procedures for Invention Identification, Disclosure and Reports Under Extramural Contract Patent Clauses (Systemwide Administrative Procedure A5.502)