Intellectual Property Notification and Compliance Form

Name
Department
Phone
Email

Title of Book or Other Intellectual Property
Publisher
Year of Publication

The course(s) in which this material will be assigned
The semester(s) in which the material will be assigned

Do you receive income in any form (royalties or other) from assigning these materials to your students?

If no, thank you for completing this form. Use of the material(s) is approved.

If yes, choose one of the following:

a. I am donating all proceeds to a 501(c)(3)
   Name of 501(c)(3) ______________________

b. I am requesting approval to retain income based on the following criterion(a)
   i) the text is recognized as the standard in the field, or
   ii) the text offers a unique perspective on the topic of study

If select (a), thank you for completing this form. Use of the material(s) is approved.

If you selected (b) above, please provide evidence/documentation that the book or material meets either or both of the criteria.
(Examples of evidence include but are not limited to: documentation of the number of other universities using the text; documentation of peer-reviewed publisher; review(s) of the work in academic/scholarly venues in print or online; review(s) by an expert(s) in the field indicating unique perspective of the work.)

Thank you for submitting your request. You will receive the review Panel’s decision within 30 days following the application deadline.