

Proposal for Distribution of Copyright-Protected Material

I. General

- A. Program/series/project title
- B. General description
- C. Project supervisor/coordinator. Give name, departmental (or other) affiliation and complete contact information.
- D. Intended use. Specify how material is intended to be used, including nature of intended audience, type of program within which material will be used, objectives its use is intended to accomplish, and other relevant details.
- E. Form/medium. Identify all physical forms/media for material such as videotape, sound recordings, film strip/slides, workbook, diskettes, CD ROMs. If multiple units, include listing of individual units.
- F. Schedule. Give beginning and ending dates for production of material (projected or actual, depending on status of project); give dates for first use of material within the University and for first use outside.
- G. Useful life. Explain how long material is expected to remain accurate, up to date, and useful; specify any factors that would affect the material's useful life.

II. Creative Rights

- A. Creative contributors. List all persons who will contribute creatively to production (e.g., by providing ideas, written material, graphics), including their relationships to the University (i.e., faculty, staff, student, student employee, contractor, collaborator) and complete contact information for each individual.

Describe the nature of the contribution made by each individual. For employees, indicate whether the work is within the course and scope of employment.
- B. Identifiable participants. List all individuals who will be shown and/or heard in such a way as they could be identified. If not already listed as a creative contributor, include complete contact information.
- C. Releases of rights. Attach copies of all contracts (e.g., independent contractor agreements) or releases of rights from creative contributors or identifiable participants that have been obtained.

III. Recommendations for Distribution

- A. Purpose. Explain why external distribution would be beneficial to the University's interests and how the interests of prospective users would be served.
- B. Method. Indicate whether material should be made available outside the University on the basis of sale, rental, license, and/or cost-free loan; explain reasons for recommendation.
- C. Anticipated users. Identify anticipated users of this material by category (e.g., colleges/universities; secondary schools; elementary schools; practicing professionals in specific fields; particular types of industry; governmental agencies; research scientists) and indicate which would be the source of greatest demand and why.
- D. Controls/limitations. Explain (1) any prior approvals that should be obtained before material is released to any particular category of user or for any particular type of use and (2) any restrictions on the manner of use that should be imposed on all categories of users (e.g., non-commercial use, research use only).

- E. Responsible unit. Indicate what unit of the University or other agency should/will be responsible for logistic and administrative details of distribution (e.g., responding to inquiries, packing, shipping, billing for and collecting payments). For software, indicate whether the unit will be providing any direct technical support of users. Indicate if you have a publisher or some other non-University distributor in mind, and describe any discussions about this relationship. If no, please identify any individuals or companies who might be interested in distributing the material.

IV. Financial Considerations

- A. Required resources. List below, under the appropriate headings, the resources anticipated as necessary (or actually used) to carry out the project. For each, identify the source of funding (academic department, technical production facility, commercial firm), give the estimated or actual monetary value, and the basis (such as hours times salary or standard rates) upon which the value is calculated.
1. Faculty/staff
 2. Facilities
 3. Supplies/materials
 4. Equipment
 5. Other
 6. Total cost to develop
- B. Distribution costs. Provide estimates, on a per-unit basis, of costs involved in distributing material outside the University (e.g., for duplication, postage, handling, insurance, and other relevant factors). If different costs are involved in different types of distribution (sale, rental, licensing, loan), distinguish among them clearly.
- C. Rates. Indicate recommended rates to be charged for material; explain basis for recommendation. (See Section 340-25 for information regarding approval of rates.)
- Projects that result in a net loss to the University will not be approved.
- D. Special provisions. State what (if any) special rate provisions should be made (such as discounts) and why.
- E. Expense/income. Give estimated amounts of annual expense and income resulting from external distribution of material; include explanatory detail not previously provided as may be necessary.
- F. Distribution of income. Identify departmental accounts by title and number, individuals by name; specify percentages or other basis for distribution of income accruing from distribution of material, and explain why the basis indicated is considered appropriate.

V. Copyright Registration

Copyright-protected material to be distributed outside of the University must include copyright notices and be registered. Attach a draft registration form if the material has not already been registered. If known, provide a DaFIS account number to which the requisite fee can be charged. See PPM Section 250-02 for more information.

VI. Administrative Approvals

- A. Distribution approval:

I approve the distribution of the material as described in this proposal.

Signature _____ Date: _____

Name and Title

B. Royalty distribution approved

I approve the royalty distribution to University employees as described in this proposal.

Signature _____ Date: _____

Vice Provost--Academic Personnel

C. Additional administrative approvals may be required to implement this project (e.g., if a royalty distribution to University personnel is requested). Technology Transfer Services/Copyrights will determine which are needed and instruct you in obtaining them.