1
Jacksonville University
Intellectual Property Policy
Scope of the Policy:  This policy applies to all faculty, staff, and students (hereafter noted as “author/inventor” unless
specifically designated) at Jacksonville University whether associated with the University in a
full- or part-time capacity.  This policy also covers non-employees (consultants, subcontractors, etc.) of Jacksonville
University who participate in research, teaching, scholarship, or supportive activities provided
for by the University on or off campus.  This policy applies uniformly across Jacksonville University without regard to the individual’s
rank, status, or department.
Intellectual Property Subject to this Policy  Copyright –

3

4. The written disclosure will include: (1) the names of the author(s)/inventor(s), (2) a description of
the Intellectual Property, (3) a discussion of the circumstances that led to the development of the
Intellectual Property and the University’s involvement, (4) an explanation of what needs to be done
to secure protection for the Intellectual Property, and (5) a discussion of what is to be done with the
Intellectual Property and its possible benefit to the University.

5. If the SVPAA determines that the significant use of University resources will be required to
develop Intellectual Property, the University and the author or inventor will negotiate a contract
outlining rights and responsibilities. The contract should, at a minimum, describe the work; set any
deadlines and reporting requirements; allocate the rights of each to publish, promote, revise, or
otherwise use the work; delineate what rights, if any, the author/inventor retains for attribution,
future use, or revision rights; and articulate the division of royalties or revenues, if any, from the
sale of resulting products of Intellectual Property.

6. If an agreement between the author/inventor and the SVPAA is not reached within (60) sixty days
of receipt of the written disclosure, the SVPAA will convene an Intellectual Property Committee that
will recommend what action should be taken by the University. The committee will consist of two
faculty members or staff of the SVPAA’s choosing, two faculty members or staff of the
author/inventor’s choosing, and a fifth faculty member or staff agreed upon by the other four
members. After receiving the committee’s recommendation, the SVPAA will forward his/her final
decision in writing to the author/inventor, all within the sixty-day period. The decision may include
one of the following:

a. The University will release all ownership rights for the Intellectual Property to the
author/inventors. The University will not require repayment of any expenditure made by the
University in developing the Intellectual Property.

b. The University will release all ownership rights for the Intellectual Property to the
authors/inventors. However, the University will require repayment of all expenditures made by
the University in developing the Intellectual Property. Repayment will come out of any royalty
income that might be received by the authors/inventors.

c. The University will retain partial ownership of the Intellectual Property with royalty income to
be distributed as given below. University funds will be used to further develop, publish/patent,
market, and protect the Intellectual Property from infringement.

d. The University will require an additional sixty days to have the Intellectual Property evaluated
by technical development consultants to ascertain whether there would be sufficient interest

4

i. All of the revenue generated by the Intellectual Property will first be used to recover the

do cumentable co sts associated with dev elo ping the Inte llectual Property , seeking its

protectio n, and m arketing.

ii. Remaining income will be distributed as follows:

a. Inventor(s) or their heirs 50% of gross royalties

b. Inventor(s)’ Department 20% of gross ro yalties

5
the formula delineated above under “University Assisted Individual Effort.” The individuals
provide the creativity associated with the development of the protected