

HEPL/KIPAC VISITOR APPROVAL FORM

1. VISITOR'S NAME (LAST, FIRST MIDDLE):

2. TITLE: _____

3. EMPLOYER/INSTITUTION/AFFILIATION: _____

4. REASON FOR VISIT: _____

5. DURATION OF VISIT: From: _____ To: _____

6. U.S. CITIZEN: Yes: _____ No: _____

7. VISA TYPE (if not U.S. citizen): _____ Expiration Date: _____

Please provide a copy of passport and visa, if not US citizen.

8. SU-18A COMPLETE (attached) Yes: _____ (Signature of "home institution" may be required. Please see SU-18A form)

LAB SPONSOR TO COMPLETE:

9. FUNDING/SUPPORT FOR DURATION OF STAY (Check all that apply):

- Stanford funding of any kind. Amount _____
- Visitor's government/private organization/institution
- Self

10. FUNDING PURPOSE (Check all that apply):

- Travel Reimbursement
- SUNET ID
- (describe) _____

11. NON-BUSINESS HOURS ACCESS REQUIRED? No Yes - Building(s) _____

From: _____ To: _____ Other access needs? _____
Date Date

12. VISITOR OFFICE LOCATION: _____

13 VISITOR LAB USE? If yes, lab location/room # _____

13. LAB FACULTY SPONSOR:

Name Signature Date

ADMINISTRATIVE OFFICE TO COMPLETE:

- Visiting Scholar
- Visiting Researcher
- Other: _____

Name Signature Date

**Patent and Copyright Agreement for Personnel at Stanford
Who Have a Prior Existing and Conflicting Intellectual Property Agreement
with Another Employer**

I understand that, consistent with applicable laws and regulations, Stanford University is governed in the handling of intellectual property by its official policies titled *Inventions, Patents and Licensing* and *Copyright Policy* (both published in the Research Policy Handbook), and I agree to abide by the terms and conditions of those policies, as they may be amended from time to time, in the course of my Stanford activities.

Pursuant to these policies, and in consideration of my participation in projects administered by Stanford, access to or use of facilities provided by Stanford and/or other valuable consideration, I hereby agree as follows:

1. I will disclose to Stanford all potentially patentable inventions conceived or first reduced to practice in whole or in part in the course of, and related to, my Stanford responsibilities, my participation in research projects at Stanford or with more than incidental use of University resources. I further assign jointly to Stanford and to my non-Stanford employer all my right, title and interest in such patentable inventions and to execute and deliver all documents and do any and all things necessary and proper on my part to effect such assignment. Such assignment is not inconsistent with the terms of my continuing employment outside of Stanford or with any other agreement I have entered into.
2. I will not use any information defined as confidential or proprietary by my non-Stanford employer in the course of my Stanford responsibilities and I will not do consulting or any work for my non-Stanford employer while at any facility owned or leased by Stanford.
3. I am free to place my inventions in the public domain as long as in so doing neither I nor Stanford violates the terms of any agreements that governed the work done or my agreements with my non-Stanford employer.
4. I recognize Stanford's policy that all rights in copyright shall remain with the creator unless the work:
 - a) is a Stanford work-for-hire (and copyright therefore vests in Stanford under copyright law),
 - b) is supported by a direct allocation of funds through Stanford for the pursuit of a specific project,
 - c) is commissioned by Stanford,
 - d) makes significant use of University resources of personnel, or
 - e) is otherwise subject to Stanford-related contractual obligations.

I will assign and confirm in writing to Stanford all my right, title and interest, including associated copyright, in and to copyrightable materials falling under a) through e) above.

5. I will not enter into any agreement creating copyright or patent obligations in conflict with this agreement.
6. This agreement is effective on date of my Stanford hire, enrollment or participation in projects administered by Stanford, and is binding on me, my estate, heirs and assigns.

Signed this _____ day of _____, 20_____.

Signature Printed or typed name

Stanford title Stanford Department Social Security Number
(Visiting researcher, Affiliate, etc.)

Acknowledged and accepted:

Non-Stanford Employer: _____
(Insert name)

By: _____
(Signature)

Title

Date

Original to Office of Technology Licensing, 1705 El Camino Real, Palo Alto, CA, 94306.
Signer and Non-Stanford Employer retain a copy.

SU 18 A January 1999