

Copyright Disclosure Form

NEW YORK STATE DEPARTMENT OF MENTAL HYGIENE

**OFFICE OF MENTAL HEALTH
OFFICE OF PEOPLE WITH DEVELOPMENTAL DISABILITIES
OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES**

AND

RESEARCH FOUNDATION FOR MENTAL HYGIENE, INC.

The purpose of this form is to disclose copyrighted works, software and digital media.

Guidelines:

- ❖ Disclosure of a copyrighted work is the first step in possible commercialization of the work;
- ❖ Provide a concise title to identify the work;
- ❖ Provide a brief description of the work, including the type of work, such as software, clinical instrument, digital media, sound recording, multimedia, education curriculum. If possible, include with form a copy of the work.
- ❖ Identify all sources of funding, including grant or contract numbers, that have contributed to the development of the work; and
- ❖ Identify the name of all contributors to the work.

If you need additional information or assistance in completing the form, please contact the RFMH Grant and Contracts Department:

Contracts
Research Foundation for Mental Hygiene, Inc.
150 Broadway, Suite 301
Menands, NY 12204
Phone: (518) 474-5661
Fax: (518) 474-6995
Email: contracts@rfmh.org

Please return completed form to the attention of the RFMH Grant and Contracts Department and provide a copy to the Institute Director or Deputy Director of Administration.

CONTRIBUTORS (If the contributor has a joint appointment with an affiliated organization, please name the organization):

NAME: _____ Degree

INSTITUTE: _____

DEPARTMENT: _____

PHONE: _____ EMAIL: _____

NAME: _____ Degree

INSTITUTE: _____

DEPARTMENT: _____

PHONE: _____ EMAIL: _____

NAME: _____ Degree

INSTITUTE: _____

DEPARTMENT: _____

PHONE: _____ EMAIL: _____

NAME: _____ Degree

INSTITUTE: _____

DEPARTMENT: _____

PHONE: _____ EMAIL: _____

NAME: _____ Degree

INSTITUTE: _____

DEPARTMENT: _____

PHONE: _____ EMAIL: _____

1. Title of the Work:

2. Type of work:

Computer software: ____ Clinical instrument: ____ Multimedia: ____
Digital media: ____ Sound recording: ____ Curriculum: ____
Other (please describe):

3. Description of the work (if possible include a copy of the work):

4. Provide sources of financial support for the work:

Sponsor

Grant Number/Contract

- 1.
- 2.
- 3.
- 4.

5. Date of creation:

6. Date of first copy:

7. Publication (month, day and year, medium and country):

8. Is this work based on an earlier work that is already published?

Yes ___ No ___

If yes, identify the previous work by title:

9. Does this work incorporate other works that are copyright protected?

Yes ___ No ___

If yes, describe specifics, and provide copy of permission letter (if any):

10. Identify uses of the work:

11. Identify distinguishing features of this work over existing works:

12. Identify current and potential users of the work (provide names, phone numbers and email addresses if available):

<u>Name</u>	<u>Organization</u>	<u>Phone/email</u>
1.		
2.		
3.		
4.		

13. Has the work been publicly disclosed?

Yes ___ No ___

If yes, please describe circumstances and provide dates of disclosure:

14. Have copies of the work been distributed?

Yes ___ No ___

If yes, please identify recipients:

<u>Name</u>	<u>Organization</u>	<u>Date/No. Copies</u>
1.		
2.		
3.		
4.		

15. Did the copies bear a copyright notice?

Yes ___ No ___

If yes, please provide exact wording of the copyright notice:

16. Are any public disclosures planned?

Yes ___ No ___

If yes, please list when and how the disclosures will occur:

17. Signature and percent contribution to the work of contributors making this disclosure:

Signature	Date	Percent contribution

18. Signature of Institute Director or Deputy Director of Administration.

I have read and understood the foregoing disclosure represented by paragraphs 1-16 above.

Signature	Date
Title	