Step-by-step Instructions on How to Sign the Intellectual Property Policy Agreement in PolicyTech

**What is PolicyTech?**
PolicyTech is a software program that BU is using to facilitate the Intellectual Property Agreement process.

**Browser Recommendation**
Google Chrome is the recommended browser, and these instructions with screenshots were written using Chrome functionality and screenshots. If you use a different browser, the screen images may appear slightly different, as well as the functionality of PolicyTech.

**STEP 1: Accessing PolicyTech via a Login**

A. Go to [http://bostonuniversity.policytech.com/](http://bostonuniversity.policytech.com/) using a web browser. The screen will become a BU Kerberos login screen where you should enter your BU credentials. Google Chrome is the recommended browser.*

Once you have successfully logged into Policytech, you will need to complete the task assigned in the system.

*Note that these instructions were prepared using Google Chrome for the screen shots. In other browsers, the system may deviate slightly in appearance and functionality.*
STEP 2: Completing the Assigned Task - The Intellectual Property Policy Agreement
On the home screen in PolicyTech, you will see a section called ‘MY TASKS’ - which is a link to the action you need to complete - which is agreeing to the IP Policy and Assigning IP Rights to Boston University as required by the Policy.

A. Click on ‘Intellectual Property Agreement’ to open the task.

This will lead you to a screen with the Intellectual Property Policy.

B. Read through the Policy.
The end of the task will require that you agree to the terms outlined in the Policy.
You need to scroll down all the way to the end of the Policy to ensure you have read all the text.
C. Select ‘Mark as Read’ from the top of the screen.
After you have read the Policy, you need to take the “Questionnaire,” which is where you will agree to the IP Policy Agreement Terms.

To complete the Task, Select “Read as Read” here; You will be brought to the Questionnaire that contains the IP Agreement language.

You will be brought to a questionnaire screen where you need read and then agree to the terms as described.
D. Select ‘I Agree and Hereby Assign’ to agree to the Policy.

Selecting Cancel:
If you have questions and are not ready to Agree and Assign, select “Cancel” and you will show up as having not completed the task. For questions or concerns, contact the Office for Technology Development in Research Support at otd@bu.edu.
E. Then select ‘Submit Answers’ to confirm your agreement at the bottom of the screen (labeled #1 below). Another screen will pop up asking you to confirm you would like to ‘Submit’ your agreement.

F. You must select ‘Mark as Read’ one final time after the Questionnaire is complete for the task to be fully completed.

CONGRATULATIONS! YOU HAVE NOW COMPLETED THE TASK.
Still Need Help?

This one-time signing process is being facilitated by the Compliance Services Office.

- **Kerberos password login issues:**
  Contact the IS&T Service Desk by sending an email to ithelp@bu.edu or calling 617-353-HELP (4357).

- **Substantive Policy Questions:**
  For questions about what it means to “Assign” your Intellectual Property Rights to Boston University, or for other Policy questions, please contact the Office for Technology Development in Research Support at otd@bu.edu.

- **Technical Issues:**
  If you experience difficulty signing the IP Agreement in PolicyTech, please contact Compliance Services at (617) 358-8090 or through email at comply@bu.edu for assistance.

- **General Information:**
  For more information, please see the Research Support Webpage - Intellectual Property Policy and Agreement.¹ The site features information and frequently asked questions.

¹ Site URL: http://www.bu.edu/researchsupport/project-lifecycle/bring-to-market/intellectual-property-policy-and-agreement/.