

INTELLECTUAL PROPERTY POLICY

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

What is PolicyTech?

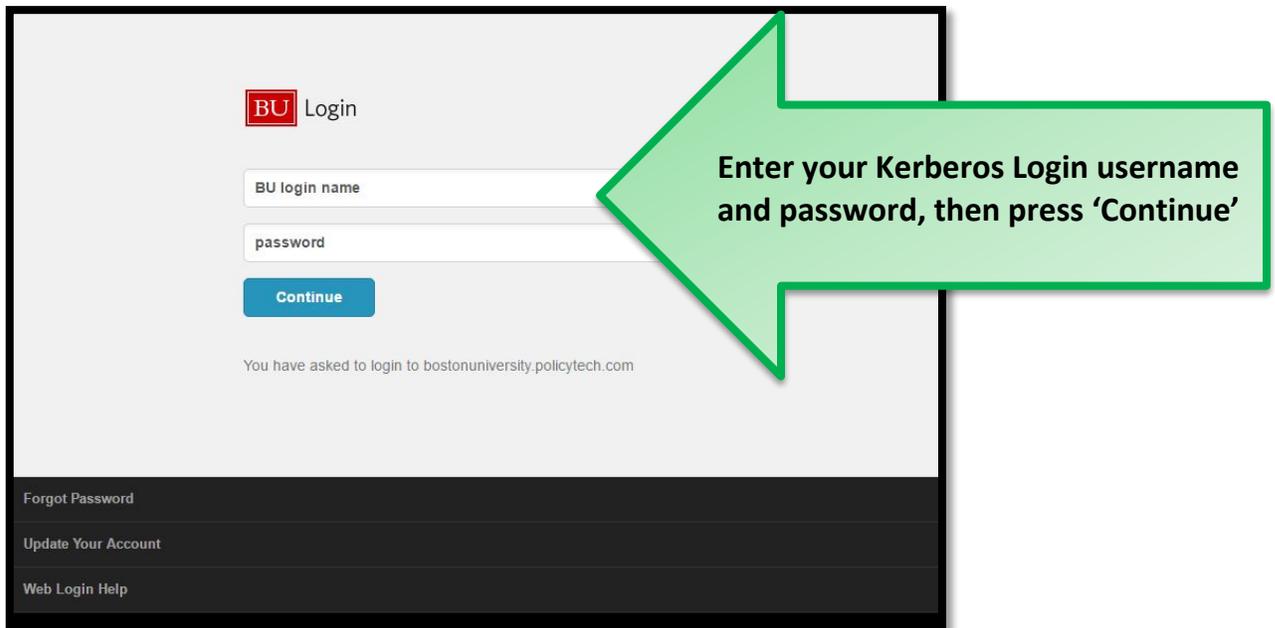
PolicyTech is a software program that BU is using to facilitate the Intellectual Property Agreement process.

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/> 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.*



The screenshot shows the BU Kerberos login interface. At the top left is the BU logo followed by the text "Login". Below this are two input fields: "BU login name" and "password". A blue "Continue" button is positioned below the password field. A large green arrow points from the right towards the input fields, containing the text: "Enter your Kerberos Login username and password, then press 'Continue'". Below the input fields, a small message reads: "You have asked to login to bostonuniversity.policytech.com". At the bottom of the page, there are three links: "Forgot Password", "Update Your Account", and "Web Login Help".

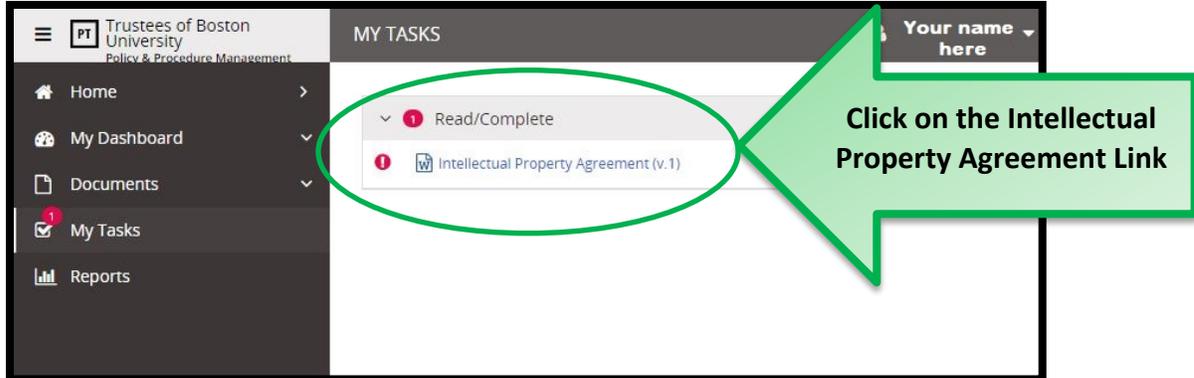
Once you have successfully logged into Policytech, you will need to complete the task assigned in the system.

**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.

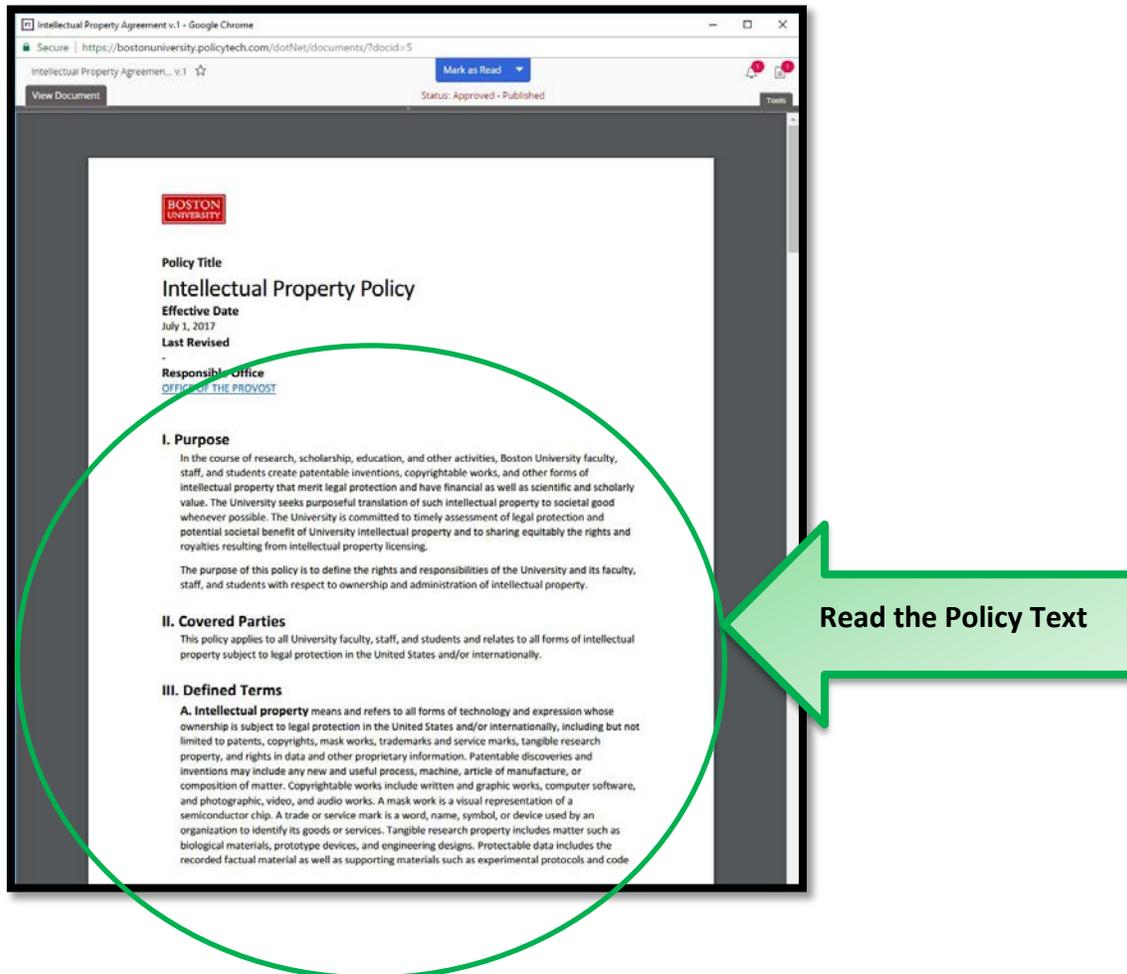
A. Click on 'Intellectual Property Agreement' to open the task.



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.

Intellectual Property Agreement v.1 - Google Chrome

Secure | <https://bostonuniversity.policytech.com/dotNet/documents/?docid=5>

Intellectual Property Agreemen... v.1 ☆ Mark as Read

View Document Status: Approved - Published Tools

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[Data Protection Standards](#)

Statement of Principles and Strategies for the Equitable Dissemination of Medical Technologies

Two important federal regulations that pertain to University inventions and patents at the time of the writing of this Policy are:

Bayh-Dole Act or Patent and Trademark Law Amendments Act ([Pub. L. 96-517](#), December 12, 1980)

Leahy-Smith America Invents Act (AIA) ([Pub. L. 112-29](#), September 16, 2012)

VII. History

This Policy supersedes the Boston University Medical Center Patent Policy and Agreement dated August 1, 2000; and the Patent Policy/Charles River Campus dated November 12, 1991.

Appendix A: Intellectual Property Agreement

[Intellectual Property Agreement](#)

END OF POLICY TEXT

Intellectual Property Agreement

Intellectual Property Agreement: I affirm that I have received and have read the Boston University Intellectual Property Policy. In consideration of the provision by Boston University of support in the form of funds, space, personnel, employment, facilities, instruction, supervision, or other assistance, I hereby accept, and will abide by, and fully comply with the policy, including any amendments or modifications of that policy that are approved by the University in the future, as determinative of my rights and obligations in relation to any discoveries or patentable inventions. I further agree to assign and do hereby assign to the Trustees of Boston University all my right, title, and interest in such intellectual property that is subject to this Policy. I agree to execute and deliver all documents and do any and all things necessary and proper on my part to effect such assignment.

END OF POLICY TEXT

To Complete This Task:

Select the blue "Mark as Read" box on the top of the screen and complete the questionnaire.

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

Intellectual Property Agreement v.1 - Google Chrome
Secure | https://bostonuniversity.policytech.com/dotNet/documents/?docid=...
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END OF POLICY TEXT

To Complete This Task:
Select the blue "Mark as Read" box on the top of the screen and complete the questionnaire.

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.

https://bostonuniversity.policytech.com/dotNet/documents/?docid=5

Intellectual Property Agreement... v.1 ☆ Create New Version

View Document Properties Wizard Overview View Questionnaire Status: Approved - Published

Steps: 1. Questions & Answers 2. Questionnaire Settings

Section 1: General Questions

1. Intellectual Property Agreement: I affirm that I have received and have read the Boston University Intellectual Property Policy. In consideration of the provision by Boston University of support in the form of funds, space, personnel, employment, facilities, instruction, supervision, or other assistance, I hereby accept, and will abide by, and fully comply with the policy, including any amendments or modifications of that policy that are approved by the University in the future, as determinative of my rights and obligations in relation to any discoveries or patentable inventions. I further agree to assign and do hereby assign to the Trustees of Boston University all my right, title, and interest in such intellectual property that is subject to this Policy. I agree to execute and deliver all documents and do any and all things necessary and proper on my part to effect such assignment.

Please select "I agree and hereby assign" below to digitally sign the Intellectual Property Agreement. If you have questions or concerns, select "Cancel" below and contact your Supervisor or the Office of Technology Development in Research Support at otd@bu.edu.

I agree and hereby assign

Cancel

Select "I Agree and Hereby Assign"

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.

The screenshot shows a web browser window titled "Intellectual Property Agreement v.1 - Google Chrome" with the URL "https://bostonuniversity.policytech.com/dotNet/documents/?docid=5". The page content includes a "Take Questionnaire" section with a "Minimum passing score: 100%" indicator. A "Confirm" dialog box is open, asking "Are you sure you want to submit your answers?" and providing options to "Return to Questionnaire" or "Submit Answers". A green arrow labeled "#1" points to the "Submit Answers" button at the bottom of the page. Another green arrow labeled "#2" points to the "Submit Answers" button in the dialog box.

STEP 1:
Select "Submit Answer" on the bottom of the page

STEP 2:
Select "Submit Answers" from the pop-up to complete Task

- 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/>.