|  |  |  |
| --- | --- | --- |
| EnergyPlus_Logo_3D | EnergyPlus™  Questionnaire for Code Contributions |  |

*The EnergyPlus™ building energy simulation computer program has been developed jointly by the University of Illinois at Urbana-Champaign and Lawrence Berkeley National Laboratory (Berkeley Lab) under funding from the U.S. Department of Energy. Berkeley Lab has the sole authority to administer the licensing of EnergyPlus™ software.*

*To ensure the long-term viability of EnergyPlus, any proposed contributions must be made with “no strings attached” – that is, at a minimum, with royalty-free, non-exclusive, unlimited rights for Berkeley Lab to use, copy, modify, prepare derivative works, and distribute any contributions (both source code and executables), and to permit others to do so. Exceptions to this policy are made only in extraordinary circumstances, on a case-by-case basis, and only by Berkeley Lab’s Technology Transfer Dept.*

*This Questionnaire is intended to aid in our management of contributions to the EnergyPlus code base and to flag any intellectual property or licensing issues that may need to be resolved. EnergyPlus is a team effort! We appreciate your cooperation!*

**THIS FORM MUST BE FILLED OUT COMPLETELY FOR US TO CONSIDER YOUR CONTRIBUTION – THANKS!**

Company/Institution (“Contributor”):

Name of responsible Contributor employee:

Title or position:

Department (if applicable):

Address:

City / State / Postal Code / Country:

Tel: Fax:

E-Mail: Web: http://

Who is your contact on the EnergyPlus Development Team? (or “None”)

I have attached a brief description of my contribution (subroutine(s), module(s), library/ies, etc.). (THIS IS REQUIRED)

Yes  No  Don’t Know 🡸 Do you have an active E+ Collaborative Developer License Agreement in place?

If ‘yes’, is your contribution a user interface?  Yes  No

**A. Authorship**

1. For the code you are submitting, did you or your fellow employees write every line of code? Before answering “yes,” you should actually contact your fellow employees to confirm that they did not use any code written by others,(e.g., “public domain code,” “open source code,” etc.).

Yes  No (If you don’t know, then find out.)

2. For the code you are submitting, was any written by a contractor or consultant?

Yes  No (If you don’t know, then find out.)  Not applicable (i.e., I answered ‘yes’ to question #1)

2(a) Have you confirmed that the funding/contract document with such contractor/consultant grants you or your institution the necessary rights to provide a royalty-free unlimited license to your contributions to Lawrence Berkeley National Laboratory? (Note: if you are in an academic/research institution, you should confirm this with your contracts & grants office or your technology transfer office). If the answer is “No,” then such rights must be secured in writing before we can consider such code for incorporation into EnergyPlus.

Yes  No (If you don’t know, then find out.)

2(b) Did the contractors/consultants include any code that they did not *actually write themselves*? Before answering “yes,” you should confirm with them that they did not use any code written by others (e.g., “public domain code,” “open source code,” etc.).

Yes  No (If you don’t know, then find out.)

3. For ANY code that was not actually written by you, your fellow employees or a contractor/consultant, do you know the portions of the code written by others (i.e., the name of the subroutine, module, library, etc.)?

Yes  No  Don’t know  Not applicable (no third party code included)

If “yes,” please list all third party code here (if more than two pieces of third party code, attach separate sheets for each):

Name of Third Party Code #1:

Copyright notice  None  Printed out and attached

Written license agreement covering the code  None  Printed out and attached

If there is no written license agreement covering the code, then please attach on a separate sheet, any helpful background and contact information to aid in tracking down a proper written license agreement. Also, please note, that with rare exception, code that people consider to be “in the public domain” is almost never actually legally in the public domain.

Name of Third Party Code #2:

Copyright notice  None  Printed out and attached

Written license agreement covering the code  None  Printed out and attached

If there is no written license agreement covering the code, then please attach on a separate sheet, any helpful background and contact information to aid in tracking down a proper written license agreement.

**B. Funding**

1. For the code you are submitting, was your contribution funded under a Berkeley Lab R&D Subcontract?

Yes  No  Don’t know

2. For other funding sources, have you confirmed that the funding document (if any) grants you or your institution the necessary rights to provide a royalty-free unlimited license to your contributions to Lawrence Berkeley National Laboratory? (Note: for employees of academic or research institutions, you should confirm this with your contracts & grants office or your technology transfer office). If the answer is “No,” then you do not have the necessary rights to such code and we cannot accept such code for consideration of incorporation into EnergyPlus.

Yes  No  I funded this myself  I don’t know the funding source

To the best of my knowledge, all of the above is complete and correct. If there are any extenuating or exceptional circumstances regarding any of the above, I have attached a sheet to this form explaining same.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit the completed **and signed** form via FAX or, if scanned, via e-mail to **BOTH**:

Linda Lawrie Juliet M. Hart, Technology Transfer Dept., Berkeley Lab

FAX: (866) 830-6235 FAX: (510) 486-6457

E-Mail: [Linda@FortLawrie.com](mailto:Linda@FortLawrie.com) E-Mail: [JMHart@lbl.gov](mailto:JMHart@lbl.gov)

*Thank you very much for your cooperation from the EnergyPlus Team!*