



# University of the Cordilleras

## Knowledge and Technology Transfer Office

UC Innovation and Nurturing Space (UCIANS)  
UC Legarda Campus Basement 1, Legarda Road, 2600 Baguio City  
uctkto@uc-bcf.edu.ph | (074) 442 - 3361 loc. no. 361

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The author/s is/are requested to fill in the CDF so that the UC KTO will give a sound assessment on matters relating to ownership, rights, and obligations of the author/s.

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Rights over the work should be established if it is the product of joint efforts of several authors. By filling in this form, the author/s agree that the same constitutes their agreement regarding the apportionment of authorship and related rights such as copyright and royalties. However, this CDF is not binding on the University, as it needs to determine the validity based on existing policies and contracts.

#### **Source of Funds and Use of Facilities and Equipment**

The source of funds and the substantial use of University facilities and those of other government and private entities that led to the creation of the work are essential information that needs to be established to ascertain whether the author/s has/have the duty to assign intellectual property.

#### **Publication**

Details must be indicated, and all other relevant documents must be attached to this form. If the author/s plan to submit the work for publication, kindly attach the following:

1. Publication by an international journal - background information and editorial policies
2. Publication by a private entity - proposed contract between the author/s and publisher

In the case of University-funded work, kindly indicate whether the work to be published is the very same work for which funding was provided.

In the event the above-titled work is published, and the publication sufficiently discloses a product or process that may be the subject of a patent application, the inventor has only twelve (12) months from such disclosure under Philippine law to file a patent application.

If you have questions or would like assistance in filling out the form, please call the UC KTO at (074) 442 – 3361 loc. no. 361 or e-mail [uctkto@ucbcf.edu.ph](mailto:uctkto@ucbcf.edu.ph)

Kindly return the original Copyright Disclosure Form together with any supporting documents to:

#### **KNOWLEDGE AND TECHNOLOGY TRANSFER OFFICE**

UC Innovation and Nurturing Space,  
UC Legarda Campus, Baguio City 2600

Thank you.



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DATE RECEIVED: \_\_\_\_\_

IP APPLICANT CODE:

TO BE FILLED OUT BY UC KTTO OFFICER:

05-0321-001

### 1. TITLE OF WORK

### 2. TYPE OF LITERARY AND ARTISTIC WORK *(Please select one)*

Kindly attach one (1) complete copy or reproduction of the work

- ☐ Books, pamphlets, articles, and other writings;
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- ☐ Lectures, sermons, addresses, dissertations prepared for oral delivery, whether or not reduced in writing or other material forms;
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- ☐ Computer programs;
- ☐ Others, please specify: \_\_\_\_\_

### 3. SOURCES OF FUNDS

Identify all sources of grants, contracts, and other sources of funds availed of by the author(s).

**Please attach copies of said grants or contracts.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ University of the Cordilleras  
Department of Science and Technology  
Others, please specify: \_\_\_\_\_



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#### 4. APPLICANT INFORMATION

Type of Applicant:

- ☐ Heir  
☐ Assignee

- ☐ Employer  
☐ Author / Creator

Name	
Place and Date of Birth/Incorporation	
Address	
City	
Contact No.	
E-Mail	
Citizenship	

\* At least one Applicant is mandatory, to add more please use KTTO-FORM 06 - **Supplemental Sheet**

#### 5. AUTHORSHIP (Use a separate sheet if needed)

You may skip if same as above

Name	
Place and Date of Birth/Incorporation	
Address	
City	
Contact No.	
E-Mail	
Citizenship	
Percent Contribution to Work	

\* At least one author/creator is mandatory, to add more please use KTTO-FORM 06 - **Supplemental Sheet**

#### 6. INVENTION HISTORY

Conception of Work: \_\_\_\_\_ Date: \_\_\_\_\_  
Date when work was completed: \_\_\_\_\_ Date: \_\_\_\_\_

If the work has been published, please attach a copy of the published work's portion indicating the publisher, date of publication, copyright information, etc.

If the work has not been published, has a publication been planned?

- ☐ YES  
☐ NO

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



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### 7. FACILITIES/EQUIPMENT

Identify all facilities and equipment used to produce the research that led directly to the creation of the work.

**Please attach copies of the agreement regarding the use of facilities or equipment, if any.**

*(Use a separate sheet if needed)*

Name of Agency	Facilities/Equipment (office equipment, libraries, art/music studio, etc.)	Location

### 8. CERTIFICATION

By submitting this form, I/we, the author(s), hereby:

1. Attest that the information I/we have given is true and correct to the best of our knowledge and that if necessary, I/we agree to furnish additional information or documents that the UC KTO may require;
2. Agree and consent to such of the University and shall perform all acts and sign all such documents necessary to comply with said policies, guidelines, and regulations necessary and appropriate steps that the UC KTO may undertake in having this disclosure evaluated and in filing and prosecuting the appropriate intellectual property application/(s) and/or protecting the invention as undisclosed information or a trade secret; and
3. Confirm that I/we are bound to comply with the existing intellectual and other relevant policies, guidelines, and regulations.

Printed Name of Corresponding Author	Signature	Date

*(Use a separate sheet if needed)*