

Item 3.

**Processing License Agreements
(Transmittal Form L)**



Processing License Agreements

(Electronic Transmittal Form L Attached Below)

Patent, Technology and Software Licenses Conveying Rights in Board Intellectual Property

After internal review and processing is complete, including use of the Office of General Counsel's License Checklist:

1. Forward a copy of all license and option agreements and Checklist results to the institution's President or designee for approval and execution of the agreement pursuant to the Regents' Rules.
2. **Use Electronic Transmittal Form L below.** Send this form addressed to your President or designee and indicate that:
 - o the agreement has been reviewed using the Office of General Counsel's License Checklist and conforms to all recommendations,
 - or*
 - o the agreement has been reviewed using the Office of General Counsel's License Checklist and deviates from the recommendations of the Checklist (explain deviations), but extenuating circumstances (detailed on the transmittal form) justify approval of the agreement on behalf of the Board of Regents even though it fails to meet normal expectations.

U. T. SYSTEM LICENSE ELECTRONIC TRANSMITTAL FORM L

REQUEST FOR INSTITUTIONAL REVIEW AND APPROVAL

Date:

(License or Option Agreement)

Institution:

Name of Institution's President (or Approved Designee)

Title

Name of Institution

Address of Institution

City, Texas Zip Code

RE: Agreement with ()

Dear President _____ (or Approved Designee):

Please review the attached proposed license or option agreement.

The proposed agreement has been reviewed using the Office of General Counsel's License Checklist:

- o It has been revised and conformed to the Office of General Counsel's License Checklist recommendations;

or

- o It deviates in the following respects from the recommendations of the Office of General Counsel's License Checklist; however, extenuating circumstances justify acceptance even though the agreement fails to meet normal expectations.

Deviations:

- 1.
- 2.

Extenuating Circumstances:

- 1.
- 2.

Sincerely,

Contract Administrator's Name

Attachments:

- 1) Copy of agreement
- 2) All attachments to agreement

APPROVED

By: _____
President (or Designee)

Date: _____

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Comments to Georgia Harper
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