



**Water Research Foundation Intellectual Property (IP) Guidelines for
PIs and co-PIs
(Updated June 2023)**

1. Any material created from The Water Research Foundation's (WRF) research where a Project Funding Agreement (PFA) or Multi-Funded Research Agreement (MFRA) was signed is WRF's Intellectual Property (IP). WRF's IP includes text, tables, and figures that were created during the project, and that are included in the Project Information Summary/Scope of Work, periodic reports, draft report, final report, or other materials produced during the course of a project. As stated in the agreements, you (PI or co-PI) may use, without restriction, all data produced during the course of the project such as innovations, creations, processes, designs, methods, formulas, plans, technical data, and specifications. See the agreement and reference the Intellectual Property section for details and guidance agreed upon by your organization specifically for this project in determining what falls under WRF IP.
2. If you (PI or co-PI) wish to publish WRF's IP in a journal, book, or any other publication, even if the publication is online only, you may do so as long as you obtain written permission from WRF. *This holds true even if the final report has not yet been published by WRF.*
3. Most organizations no longer require assignment of copyright for conference presentations. Instead they will ask for your permission for them to post/publish the presentation and/or proceedings. You do not need formal permission from WRF for this type of use, but as always, you should acknowledge that WRF funded the project and add source lines to WRF IP. If the conference organizer requires assignment of copyright, then you must request permission from WRF to include any copyrighted materials.
4. If WRF's IP has been revised for journal/book publication, copyright permission may not be required. It is still best to consult with WRF before publishing this material.
5. For WRF IP, if the journal or book publisher (or conference or workshop sponsor) requires you to sign a copyright or publishing agreement with them, you may do so as long there is a clause in the agreement that allows you to submit material that is already copyrighted. You should then request copyright permission from WRF and submit that permission to the other party. If there is no clause in the agreement with the other publisher or sponsor that allows use of material that is already copyrighted, then you must inform them that you would like to publish material that is copyrighted by WRF. If the publisher/sponsor allows you to publish the copyrighted material, you may sign the copyright or publishing agreement and also submit a WRF copyright permission letter. If the other publisher or sponsor does not allow you to use copyrighted material, then you may not publish or present WRF's IP with them.
6. For journal articles based on WRF research, you must acknowledge WRF for sponsoring the research.



Dos and Don'ts

- DO submit articles and abstracts based on WRF research to third party journals and conferences, both while the project is ongoing AND once it is complete.
- DO give WRF a heads up when you submit articles for publication or abstracts for presentation – we love to hear about how our work is being promoted!
- If you plan to reproduce tables and figures from your WRF deliverable, DO contact WRF for permission (jdinmore@waterrf.org).
- DO always disclose to the journal/publisher that your article is based on material copyrighted to The Water Research Foundation.
- DO ask the journal/publisher to print an acknowledgment to WRF for its role in funding the research.
- DON'T submit an entire chapter from your draft/ongoing WRF report for publication in a journal/book without disclosing that it is copyrighted material.

WRF Agreement with American Water Works Association

WRF has a special agreement with the American Water Works Association (AWWA), which encourages PIs to publish their findings in Journal AWWA, Opflow, and AWWA Water Science. For information on submitting an article to Journal AWWA or AWWA Water Science, contact Kenneth Mercer, Editor-in-Chief, at kmercerc@awwa.org.

If you need to make a copyright permission request, or if you have any questions about WRF's IP, contact Julia Dinmore at jdinmore@waterrf.org.