



Intellectual Property (IP) Guidelines for PIs and co-PIs (Updated March 2018)

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 is included in the 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 restrictions 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 there 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.
6. 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 to WRF. If the publisher/sponsor allows you to publish the copyrighted material, you may sign the copyright or publishing agreement and also submit WRF copyright permission letter.
7. 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.

If you need to make a copyright request, or if you have any questions about the WRF's IP, please contact Megan Karklins at 303.347.6129 or mkarklins@waterrf.org