

JOHN M. CHOWNING  
PROFESSOR  
MUSIC

DATE: August 18, 1980

TO : Deans, Department Heads, Principal Investigators  
Sponsored Projects Administrators

FROM : Clive S. Liston, SPO *CSL*  
Manager, Patent and Copyright Affairs

SUBJECT: New Payroll/Personnel System and  
Stanford Personnel Patent Agreements

With the implementation of the new Payroll/Personnel System, it would be appreciated if your staff would pay special attention to the requirement that almost all new employees (except for clerical and manual laborers) and new student researchers sign the Personnel Patent Agreement (SU-18) at the time of initial employment or appointment, as indicated in the Job Compensation Code listing below. Forms are available from the Stores Department. Single copies can be obtained from the Patent and Copyright Affairs group (7-2907).

It is especially important to note that consultants, visiting scientists and other non-employees also must sign the Agreement before being permitted to engage in sponsored research. Any prior conflicting patent obligations must be specified by such individuals under Clause 3 of the Agreement and must be resolved. Failure to do so exposes the University to serious loss and litigation and is a breach of the University's contractual obligations. Assistance in resolving conflicts is available from the Patent and Copyright Affairs group.

The signed Agreement should be attached to the Personnel Action Form (PAF) or the Student Appointment Form (SAF) for new appointments. This will assist processing and avoid any need for special requests, follow-up, and other time-consuming and expensive procedures.

Those wishing more information about the Agreement should consult Guide Memo 75, the forthcoming Sponsored Projects Manual, or call Patent and Copyright Affairs at the above-listed number. Your cooperation in this matter is very much appreciated.

#### Job Classifications Requiring Personnel Patent Agreement

<u>OCC/SRS</u>		<u>OCC/SRS</u>	
01	Senior Management	20	Faculty
02	Middle Management	30-120	Student Research Asst.
04	Research Professional	30-121	Pre-Doctoral Fellow
06	Technicians	30-140	Post-Doctoral Fellow
08-R40	Lab. Mechanic	30-141	Post-Doctoral Affiliate
08-R45	Lab Welder	30-160	Research/Teaching Asst.
08-R15	Inst. Mechanic		
08-X45	Machinist		

cc: G. J. Lieberman  
R. B. Parker  
M. H. Geistlinger

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*Sep 3 1980*

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### Job Classifications Requiring Personnel Patent Agreement

#### OCC/SRS

01 Senior Management  
02 Middle Management  
04 Research Professional  
06 Technicians  
08-R40 Lab. Mechanic  
08-R45 Lab Welder  
08-R15 Inst. Mechanic  
08-X45 Machinist

#### OCC/SRS

20 Faculty  
30-120 Student Research Asst.  
30-121 Pre-Doctoral Fellow  
30-140 Post-Doctoral Fellow  
30-141 Post-Doctoral Affiliate  
30-160 Research/Teaching Asst.

PAYROLL-PERSONNEL FORMS MANUAL Issue Date: January 16, 1980  
Release: 1.00

#### Job Classification Codes - (cont.)

OLD	NEW	JOB TITLE	SU-18	SPS	L	JS	OCC	E	CJF	AA	RNC
NH3G	5552	STATISTICIAN III	No	N25	3	E	05	N	21	27	C99
PA1G	5562	CLIN SCI RES ASSOC	yes	P05	1	E	04	N	30	16	R99
PA2G	5570	SR CLIN SCI RES ASSOC		P05	2	E	04	N	30	16	R99
PB1G	5574	BASIC LIFE SCI RES ASSOC	yes	P10	1	E	04	N	30	16	R99
PB2G	5578	SR BASIC LS RES ASSOC		P10	2	E	04	N	30	16	R99

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*example*