

## Appendix A: Sample Waiver Letter



Strengthening  
University-Industry  
Partnerships

Date  
Address

This letter confirms the nature of your relationship between *Company* and *University* as well as to clarify and agree the ownership rights to certain intellectual property that may be developed and contributed to *Company* and/or to the *University*.

In relation to a separate employment agreement, you have been offered a role as an employee of *Company*. This letter does not change the terms of that agreement in any way. In order to assure *Company* that the work you do for *Company* shall remain the property of *Company* and because every university has slightly different rules, expectations and requirements, we require this letter to be countersigned by you and *University* so that there is no confusion about your role with *University* and the effect of that relationship on your work with *Company*.

You hereby certify to *Company* that you are employed by *University* in the roles set forth in Attachment 1 to this letter. In that you are employed by *University*, you hereby certify to *Company* that you have submitted all relevant documentation to *University* that may be required to permit your employment with *Company*, including any conflict of interest registrations, disclosures, or forms. You also understand that certain university policies may assign ownership of the intellectual property you develop as an employee of *University* unless you obtain the required consents. You hereby certify to *Company* that if any such consents or waivers are required for you to work as an employee of *Company*, you have obtained such consents and/or waivers.

This letter also confirms that the *University* makes no claim of ownership or other rights (and waives any claims it may have) in any intellectual property created by you while working on at *Company* or using *Company* resources or facilities, including, but not limited to, source and executable code, algorithms, trademarks, copyrights, trade secrets, inventions, designs, patents and patent applications, ideas, and business plans that you created and contributed to *Company*, including its affiliates, and their products and services as part of your work performed for *Company*. Both you and *University* acknowledge that all such work is independent of your work for *University* and conducted in a manner consistent with university rules and policies.

This letter also confirms that the *Company* makes no claim of ownership or other rights (and waives any claims it may have) to any intellectual property created by you while working at *University* or using university resources or facilities, including, but not limited to, source and executable code, algorithms, trademarks, copyrights, trade secrets, inventions, designs, patents and patent applications, ideas and business plans that you created and contributed to the *University*, including its affiliates, and their products and services as part of your work performed for *University*. Both you and the *Company* acknowledge that all such work is independent of your work for *Company* and conducted in a manner consistent with *Company* employment terms and policies.

Signature and date for company  
Signature and date for co-employee  
Signature and date for university

Attachment: Statement of position and research focus at *University*.