All Appointments

All academic and graduate student appointees must sign the Inventions and Related Property Assignment (IRPA) form as a condition of appointment.

- This condition should be explicitly stated in the appointment letter.
  - Suggested language: As a condition of this appointment, you must sign the Cornell University Inventions and Related Property Assignment Form [http://www.research.cornell.edu/VPR/Policies/default.html]. You will sign the form [at your Onboarding Center appointment/on your first day of appointment at DEPT LOCATION/Please sign and return a PDF or faxed copy to DEPT by DATE/etc.]
  - Covered appointment types are defined in Policy 1.5, Inventions and Related Property Rights [http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/academic/inventions.cfm]
    - “Anyone receiving a university appointment to an academic position, including those with modified titles (visiting, courtesy, adjunct, etc.), clinical and affiliation appointments, regardless of pay, percent time, or duration, must sign the form. Any graduate student appointed as a research or teaching assistant, graduate research assistant, fellowship recipient*, or training grant recipient must sign the form.”

*Fellows paid directly from an external source are not required to complete the form while on the external fellowship.

The IRPA form does not have to be notarized and can be a facsimile or PDF copy of the original signed form.

- If returned via fax/electronically, departments do not have to ask the appointee for the original signed form.

The timeline for completion of the IRPA form is tied as closely as possible to the I9 procedure where feasible.

The department must terminate the appointment of any non-compliant individual effective on the day following the signing deadline.

All signed forms must be archived in the designated central office.

Academic appointments

It is the responsibility of the appointing unit, in collaboration with the Onboarding Center (OBC), to ensure that IRPA forms are completed by all academic appointees within three (3) business days of the appointment effective date. This includes:

- Academics on 9 month appointments paid over 12 months when the appointment effective date is prior to their arrival on campus, and
- Individuals having a principal employer other than Cornell University who sign an alternative form executed by University Counsel.
IRPA form Procedures and Responsibilities p.2

For academic appointees who will be attending an OBC session within three (3) business days of the appointment effective date:

- The IRPA form will be signed during the OBC appointment.
  - To avoid duplication, departments should not request that the applicant sign the form.
  - It is the responsibility of the appointing unit to ensure that all new appointees, eligible for OBC services, attend an OBC appointment no later than their 3rd day of employment.

For academic appointees who will not attend an OBC session within three (3) business days of the effective appointment date:

- The IRPA form may be sent to the applicant with the appointment letter or may be signed when the individual arrives on campus. The form must, however, be signed no later than three business days after the appointment effective date.
- Upon obtaining the signed form, the department must Dropbox the form to the OBC after which the department does not need to retain the original.

*If the IRPA form is not signed within three business days, the department must terminate the appointee/appointment effective on day four (4).*
  - If the department wishes to reappoint the individual, the form must be signed prior to a new appointment date. No duties may be performed and no retroactive pay is allowed for the period of termination.

The OBC is responsible for archiving the form.

Contact for process related questions: 254-8370 or Onboarding@cornell.edu.

Graduate student appointments

For graduate student appointments, the department may send a copy of the IRPA form with the letter of admission/appointment letter or may obtain a signed copy from the student when they arrive.

*The signed from must be received by the department within three (3) days of first performance of paid duties or within three (3) days of the 1st day of classes, whichever is earlier, or the department must terminate the appointment on day four (4).*

The IRPA form will follow the I9 process where an I9 is required, and the form must be submitted to Central HR attached to the I9 (with ISSO exception). Form(s) should be sent via Cornell Dropbox to Ellie Stotler at ed12@cornell.edu or Alida Smith at ams755@cornell.edu.

- For international students on a J-1 visa, where the I9 is signed in ISSO, ISSO will have the student sign the IRPA form and will archive the form with the I9 in ISSO.
- For all others, departments are responsible for tracking compliance and ensuring that the IRPA form is signed, attached to the I9, and sent to Central HR within this timeline per the above instructions.
- If a signed IRPA form is not received within this timeframe, the department must terminate the appointment as of day four (4) and until the form is signed.
  - Any associated duties must cease and no retroactive pay is allowed during the period of termination.
Do not send an I9 to the Graduate School without a copy of the signed IRPA form.

- In cases where a department processes an appointment, usually for a TA from another field, and must rely on the Grad Earnings record to determine if an I9 has already been completed, the department may assume that completion of the I9 indicates that the IRPA form has also been signed. If the I9 has not been completed (i.e., it is a new appointee), the appointing department must obtain a signed IRPA form and send it to the Graduate School attached to the I9.

The Graduate School is responsible for archiving the form (non J-1).

**Individuals having a principal employer other than Cornell University**

Individuals having a principal employer other than Cornell University and who have a pre-existing invention and property rights agreement with their employer that conflicts with the terms of Cornell's inventions policy may be eligible to sign an alternate form. In these cases, please contact Patricia A. McClary, Associate University Counsel, at pam4@cornell.edu or 607-254-5124.

- Departments are responsible for obtaining a copy of the signed alternate form prior to the individual being appointed.

**Re-Appointment**

Once the new Assignment form is signed, an individual should not be asked to sign again upon reappointment unless there is a break in service of 6 years or greater. There is no need to complete the form again for “information only” or secondary appointment to another Cornell department.

Please contact the Vice President for Technology Transfer, Intellectual Property, and Research Policy (vp_research@cornell.edu or 607-255-7200) regarding questions about the form and the policy.