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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 2092.1A
Effective Date: August 07,
2003
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2013

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Distribution of Royalties Received by NASA from the Licensing or Assignment of Inventions (REVALIDATED 8/12/08)

Responsible Office: Office of the General Counsel

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

CHAPTER 1. Responsibility

1.1 Director, Innovative Partnership Program Office

The Director, Innovative Partnership Program Office, or designees, is responsible for overall management of this policy including coordinating with the Chief Financial Officer designee at the NASA Shared Services Center (NSSC) on the collection and distribution of royalties and other payments due from the licensing and assignment of inventions.

1.2 Agency Counsel for Intellectual Property

1.2.1 The Agency Counsel for Intellectual Property (ACIP) or designee, is responsible for ensuring that all royalties and other payments due from the licensing or assignment of inventions are forwarded, along with the applicable license or assignment numbers, the identification of the NASA Centers or facilities in which the inventions were made and the identities of the inventors or co-inventors entitled to receive royalty payments, to the Chief Financial Officer, or designee at the NSSC.

1.2.2 Model license and assignment documents maintained by the ACIP will direct the licensee or assignee where to forward royalties and other payments due to NASA. The royalties and other payments due shall normally be forwarded by the licensee or assignee directly to the Chief Financial Officer designee at the NSSC at the following address:

NASA Shared Service Center
FMD Accounts Receivable
Attn: For the Accounts of [name of Center]
Bldg 1111, C Road
Stennis Space Center, MS 39529.

1.3 Chief Financial Officer

1.3.1 The Chief Financial Officer, or designee at the NSSC is responsible for the following activities:

a. Establishing and maintaining a system for the receiving, accounting, depositing, and distributing royalties and other payments received from the licensing and assignment of inventions. Inventors receiving royalty payments shall receive a letter containing (1) the name of the licensee and the license number, (2) the total amount of the royalties from which the distribution is being made, (3) the date royalties were received, (4) the amount of the distribution, and(5) a reference to this NPR.

b. Notifying the Center Directors; Director, NASA Management Office--JPL; and Executive Director, Office of Headquarters Operations, of the amount of royalties and other payments available for distribution to their facilities, and informing the Office of the General Counsel and the Chair of the Inventions and Contributions Board of the distributions.

1.4 Center Directors; Director, NASA Management Office--JPL; and Executive Director, Office of Headquarters Operations

1.4.1 Center Directors; Director of the NASA Management Office--JPL; and Executive Director of the Office of Headquarters Operations are responsible for the following activities:

- a. Ensuring that all royalties and other payments available for distribution to their facilities are used and obligated in accordance with NPD 2092.1 and this NPR.
- b. Keeping the Associate Administrator informed.

1.5 Inventors

1.5.1 It is each inventor's responsibility to keep both the Chief Financial Officer, and the Patent or Intellectual Property Counsel at the appropriate NASA facility apprised of his or her current address and telephone number. Any changes should be provided in writing to the applicable Center Patent or Intellectual Property counsel and to:

Office of the Chief Financial Officer
NASA Shared Service Center
Financial Management Division
Bldg 1111, C Road
Stennis Space Center, MS 39529.

1.5.2 If reasonable attempts to obtain current information for a particular inventor fail, the royalties to be distributed shall be recalculated without the inventor's participation in accordance with subparagraph 2.2. If the particular inventor is later located, he or she will be included in future royalty distributions, but past royalties not received will not be restored.

1.5.3 Subject to applicable law, NASA shall distribute a deceased inventor's share of royalty payments to the inventor's estate provided that the estate is legally in existence. Upon notification of the death of an inventor, the Office of Patent Counsel at the appropriate NASA facility will make reasonable efforts to contact the inventor's personal representative to obtain information needed to establish the existence of an estate and to distribute royalties to the estate. If reasonable efforts to obtain the needed information for a particular inventor's estate fail, the royalties to be distributed shall be recalculated without the participation of the inventor's estate in accordance with subparagraph 2.2. If the needed information is obtained at a later date, the inventor's estate will be included in future royalty distributions, but past royalties will not be restored. It is the responsibility of the inventor's personal representative to provide current information to the NASA officials listed in subparagraph 1.5.1.

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

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