

## **New Online Software Disclosure Submission - BE PREPARED**

To complete the online Software Disclosure as quickly and completely as possible, the Innovation and Partnerships Office (IPO) recommends you review the following list of requested data **before** you start work on the form in the Innovation Portal.

### **Summary of Software Section**

1. Name of the software
2. Description of the software
3. Information about all the developers
  - a. Organization at the time of development
  - b. Full Name
  - c. Email address
4. If the new software was jointly developed, you'll need the name of the non-LBL organization(s)
5. The name and phone number of the primary point of contact for IPO
6. Description of the features and commercial use of the software
7. How you want to distribute the software

### **Funding Section** *(if you don't know this information, contact your Division's Resource Analyst (RA))*

1. Information about your Program Manager
  - a. Full Name
  - b. Address
  - c. Phone number
  - d. Email
2. Funding information
  - a. How was the software funded? Example- DOE, CRADA, SPP, OASCR, ASCI
  - b. The project ID and activity code(s)

- c. Grant or agreement number, if applicable
- d. Name of the funding Sponsor (agency name or sponsor name)
  - i. Sponsor name
  - ii. Address
  - iii. Phone number
  - iv. Email
  - v. The name of the PI who received the funding

## Software History Section

1. Is the software a later version of LBL software? If so, you will need to provide information about the earlier software.
2. Information about third party software.
  - a. Does the new software include third party software?
  - b. Does the new software require the *use* of third party software?

If there is any third party software you will need to provide information about the third party software

- a. Name of the original software
- b. Version of software
- c. How was the software used?
- d. Was the software modified or unmodified
- e. Name of the developer/licensor
- f. The type of license
- g. The URL of the software, if applicable

## Export Control Section

The Export Control section is new and is required by the Lab's Export Control Officer. If you have questions about Export Control contact [exportcontrol@lbl.gov](mailto:exportcontrol@lbl.gov).

You will need to know if your new software has any background intellectual property.

- a. Non- OSS code
- b. Proprietary information (e.g. libraries, data sets, sponsor data)

## ESTSC

IPO is obligated to furnish the following to the Energy Science and Technology Software Center (ESTSC), DOE's designated, centralized software distribution and control point, at the time permission to assert copyright is given. To fulfill the obligation, you will need to provide.

- a. An abstract suitable for publication describing the software. (*already provided in the summary of software section*)
- b. The source code for each software program.
- c. The object code and at least the minimum support documentation needed by a technically competent user to understand and use the software.

## Business Review and Copyright Information

You must provide information about all the software developers. You will need the following information for each developer.

- a. Full Name
- b. Title
- c. For LBL employees- the name of the LBL division **at the time of contribution**
- d. For non-LBL employees- the employer **at the time of contribution**
- e. Work phone number
- f. Work email

The required attachment- ***Developers to the Disclosure*** can be downloaded from the [iPortal website](#) or from the Business Review and Copyright section during the Online Software Disclosure submission process.

## Adding attachments and notes

You will have the opportunity to add attachments and provide notes to your disclosure. Examples of helpful attachments or notes include

- A copy of the license agreement for third party software
- Agreements with contracted developers
- The password to protected downloads

If you have additional questions about filling out the Software Disclosure, please email [iportal@lbl.gov](mailto:iportal@lbl.gov) or contact your IPO Technology Commercialization Associate.

- [Sebastian Ainslie](#), *Computing Sciences*, 415-424-4741
- [Peter Bluford](#), *Biosciences, except JBEI*, 510-486-7954
- [Peter Matlock](#), *JBEI*, 510-486-5803
- [Shanshan Li](#), *Energy Technologies and Battery technologies*, 510-486-5366
- [Russell Carrington](#), *Energy / Physical Sciences, except battery technologies*, 510-486-6439