Request for Trademark Application

This questionnaire was created to help determine if a mark utilized by or intended for use by the university should be registered with the U.S. Patent and Trademark Office. Please complete this form and return it, along with the appropriate collateral materials/examples, to the VCU Trademarks and Licensing Office by email at trademarks@vcu.edu.

A. GENERAL INFORMATION

NAME _____________________________________________________________
DEPARTMENT ______________________________________________________________________
DEAN/DEPARTMENT HEAD NAME ____________________________
EMAIL ADDRESS _________________________________  PHONE NUMBER ___________________________________
BUDGET CODE _______________________________________________________________________

B. PURPOSE OF REGISTRATION

1. Has the mark been/will be used commercially to generate revenue and/or promote a service?  Yes  No  
2. Is there possible confusion if a non-VCU entity uses the mark?  Yes  No  
3. Are you aware of any other entities that may be likely to use the mark on similar goods/services?  Yes  No  

C. SPECIFICS OF MARK

1. What type of mark is to be protected (word, name, symbol or combination)?  _____________________________
   Attach a copy of the mark (in its stylized form if that is how you intend to use it).
2. Does the mark contain any VCU symbols, logos or names (this includes the names VCU, RAMS and Virginia Commonwealth University along with the university seal)?  Yes  No  
3. Has the mark been approved by your department head and University Relations?  Yes  No  
4. Who designed the mark?  ________________________________________________________________
5. Was a contract signed for the design services?  Yes  No  
   If the answer is yes, please attach a copy of the contract.
   If no contract, please provide the name of the design firm or indicate if the mark was designed by an employee.

D. BACKGROUND RESEARCH

1. Are you aware of anyone else currently using the mark or any elements of the mark?  Yes  No  
   If yes, provide information about the use and identity of the user.  ________________________________________________________________
2. Has a search been conducted to see if the mark is being used by someone else?  Yes  No  
   If yes, state results.  ________________________________________________________________
   If no, please contact trademarks@vcu.edu to determine if a search is recommended.
E. USAGE

Please note that “use” occurs for products when the mark is used directly on the product/s or on tags, labels, packaging or containers, and for services when the mark is used in advertising or marketing communications for the product.

1. Is the VCU using the mark currently? Yes ☐ No ☐

2. On what date was the mark first used (MM/DD/YYYY)? ________________________________

3. How widespread is VCU’s use of the mark (i.e. locally, regionally, nationally and internationally)? Specifically, please indicate if the mark has been used outside the state of Virginia. Please indicate how VCU’s constituents view the mark in connection with VCU (such as, VCU fans have viewed this mark solely in connection with VCU for the past 20 years).
   _____________________________________________________________________________
   _____________________________________________________________________________

4. Please describe how VCU is using the mark and provide examples (i.e. in print, on signage, on the web, in advertising, etc.).
   _____________________________________________________________________________
   _____________________________________________________________________________

5. With what types of products, services or standards is VCU using the mark? ____________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

6. How long do you intend to use the proposed mark? ____________________________________________

7. Is there anyone other than the VCU who has been involved with the use of the mark in the past or who would have control of the use of the mark in the future? Yes ☐ No ☐

8. Is there a likelihood that other educational institutions would like to use this mark? Yes ☐ No ☐

F. BUDGET IMPLICATIONS

General cost estimates are provided below but vary according to the scope of the project and the potential need to involve outside counsel.

Standard Cost Estimates

Full Trademark Search (recommended): $1,000
Application filing fee for single class: $325

Please note: Outside Counsel may be necessary if the mark must be protected or defended and expenses vary.

Are you willing to cover the cost to register the mark? Yes ☐ No ☐

You will be required to show that you are continuing to use the mark between the 5th and 6th years of the registration. A trademark registration is valid for 10 years, and the registration can then be renewed for additional 10 year periods as long as you are still using the mark. There are nominal fees associated with maintaining the registrations as described herein.

Are you willing to enforce a trademark (including costs, if any), in the event that an infringement is found? Yes ☐ No ☐