

# **General Instructions for the Invention Disclosure Form**

The Short Form Invention Disclosure is the first step in a process that could potentially lead to commercialization of your technology. Completion of the form is important in two ways:

- First, it serves as a written, dated record of your Invention, for this purpose Invention includes your new material, method, peptide, Vectra, material, methods, gene sequencing, process, technology, device, apparatus, and development;
- Second, it provides the NEOMED with basic information which helps to evaluate, subsequently protect and potentially commercialize the intellectual property associated with your invention.

**It is not necessary to answer every question in order to submit this disclosure form. If you do not know an answer, if you have any questions, or would like assistance completing the form, please contact Maria R. Schimer, M.P.H., J.D., NEOMED's General Counsel and Chief Technology Transfer Officer. Maria, or someone in the Office of General Counsel (OGC), will assist you.**

Use the following guidelines when filling out the form:

- Provide as much detailed information about the Intention as possible, citing all relevant sponsorship and publication information. This enables the General Counsel and the University's outside patent counsel to determine if the Invention is patentable, as well as, identify possible opportunities for commercialization.
- When identifying Inventors use the broadest spectrum possible; NEOMED will work to determine legal Inventorship.

**Return the original, Disclosure Form SIGNED BY ALL INVENTORS along with any supporting documentation to Maria R. Schimer, M.P.H., J.D., NEOMED's General Counsel and Chief Technology Transfer Officer, and send copies to each Inventor.**

Upon receipt of the completed disclosure form, the General Counsel will review the disclosure and follow up with you to gain a more comprehensive understanding of the Invention and define next steps.

**Do not make completing the form a barrier to disclosing your Invention. If you have questions or need assistance please stop by the OGC or call Maria R. Schimer at 330-325-6357. Maria or someone in her office will assist you.**

## **Invention Disclosure Short Form**

1. TITLE OF INVENTION (MATERIAL, METHOD, PEPTIDE, VECTOR, GENE SEQUENCING, PROCESS, TECHNOLOGY, DEVICE, APPARATUS, DEVELOPMENT). The title should describe what the Invention does, but not how it is made or how it works.

2. SEARCH TERMS (up to 10)

The OGC uses the Internet as a research tool when searching databases and markets. To make our searches efficient, please provide a short list of words, common industry phrases and/or categories.

3. BRIEF OVERVIEW OF THE INVENTION (3-4 paragraphs)

- Provide a short, general laypersons overview of the Invention and how it works.
- What is the purpose of the Invention? For example, What problem does it solve? or What benefit does it provide?
- Is it a new product, process, or composition of matter? Or is it a new use for or improvement to an existing product, process or composition of matter?
- What are the features and benefits of the Invention?

4. TECHNICAL DESCRIPTION, DETAILS AND SUPPORTING DATA

Provide results, data or other evidence demonstrating that the Invention works and how it works. Any papers or visual material that you may already have, published or unpublished, can be attached as answer to this question.

5. PRIOR FINDING METHODS, TECHNOLOGY, DEVICES, DEVELOPMENTS AND PUBLICATIONS

- Cite any of your own publications and patents, and those of anyone else believed by you to disclose ideas most closely related to the method, technology or device.

Please attach all relevant publications, patents, advertisements, etc., if available.

6. STAGE OF DEVELOPMENT (2-3 paragraphs)

Describe the development status (concept only, laboratory tested, prototype, etc.) and briefly indicate what further development may be necessary to prove concepts, produce a useful product or to commercialize your Invention.

7. PUBLICATIONS/PRESENTATIONS/AND OTHER FORMS OF PUBLIC COMMUNICATION (DISCLOSURE)

Please identify all past and future seminars, talks, abstracts, publications, and web postings describing the Invention. These may affect the scope of patent protection and the timing of filing. Disclosure to others is the oral, written, or electronic dissemination of the Invention to a person outside the University should be reported here.

Type of disclosure (i.e. publications, seminars, etc.)	Date(s)
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### 8. SPONSORSHIP

Identify all grants, contracts, and other sources of funds contributing to the research that led to the Invention. You should list all agencies that you would acknowledge in a publication. Be liberal in the interpretation. The OGC will take care of the contractual reporting obligations associated with your funding.

### 9. OTHER AGREEMENTS AND INTERACTIONS

Agency or Sponsor	Grant/Contract/ Other Number

Identify any agreements or interactions that you have entered into that are related to the Invention and might grant rights to a company or other party outside of the University (material transfer agreements, commercially sponsored research agreements, consortia agreements, consulting agreements, non-disclosure agreement, etc.)

Did this Invention use any materials which were obtained from a company or another institution? NO  YES  (Please provide details, and indicate if there is a Materials Transfer Agreement.)

Did you transfer to any researcher outside of your institution any new Materials (DNA, peptides, cell lines, vectors, catalysts, alloys, etc.) related to the Invention? NO  YES  (Please provide details)

### 10. INVENTORS

List all those who helped contribute to the conception of the ultimate working Invention. The people you include ultimately may or may not be legal inventors. Please place an asterisk (\*) next to the name of the inventor to whom correspondence should be sent. If any person holds a sole or joint appointment with any other university, company or governmental agency, please note that fact.

INVENTOR: \_\_\_\_\_

Dept/Affiliation \_\_\_\_\_

Home Address: \_\_\_\_\_

Citizenship: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

INVENTOR: \_\_\_\_\_

Dept/Affiliation \_\_\_\_\_

Home Address: \_\_\_\_\_

Citizenship: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(If more, please list on last page.)

ALL INVENTORS should sign and date. (Note: If that Inventor is not the head of the laboratory, the signature of the Inventors faculty advisor or supervisor is required.)