

Instructions for Completing the Invention Disclosure Form

The purpose of this Invention Disclosure is to record what was invented and the circumstances under which the invention was made. It provides the basis for a determination of patentability and the data for drafting a patent application should that be desired. It is a legally important document, which should be prepared carefully.

Item 1. Provide a short and descriptive title. This title will be posted on the IURTC website and may be shared with others to market the invention. Please take care to choose a title that does not disclose novel, unpublished, aspects of the invention. For example, if the novelty of an invention is the use of a specific known chemical compound in a process, avoid specifying the compound itself in the title. Instead refer to its family, class or other more generic descriptors.

Item 2. Provide a two or three sentence description of the invention. This information is required for reporting the invention to the federal government and other sponsors.

Item 3. **This information will be necessary for establishing inventorship. Maintain all original notes, drawings, data or other writings pertinent to the invention.** Provide information regarding the date each event occurred, the type of supporting material documenting the event and its location for:

- Conception of the invention - Conception involves the formation in the mind of the inventor, of the complete means for solving a problem. The recognition of a desirable effect or of a problem itself does not constitute conception.
- First written description – This is a description of the complete invention in a manner that someone “skilled in the art” (of comparable training to you) could read the information understand it, and replicate it. Examples of such descriptions would be notebooks (preferable witnessed) or publications.
- Reduction to practice - This means that the invention has been tested to ascertain that it operates in the manner intended and accomplishes the goals it was developed to accomplish. For mechanical or electrical inventions, a written description with drawings may be sufficient to meet this requirement. Reduction to practice of most chemical and biological inventions requires experimental data showing that the invention works as intended.

Item 4. Provide the full name, title and affiliation of all persons contributing to the development of the invention. The individuals listed here may or may not be considered inventors in the legal sense. Inventorship is a matter of patent law and will ultimately be determined by IURTC’s patent attorneys.

Item 5. List all sponsors whose funds in any amount have been used for any purpose related to the invention. For each sponsor, also provide the grant number, principal investigator listed on that grant and an estimate of the relative contribution. The Federal government and other funding agencies require reporting of inventions made with their funds. This information is needed by IURTC to comply with those requirements.

Item 6. List any collaborative research agreements, corporate sponsored research agreements, incoming or outgoing material transfer agreements, or software licenses related to the development of the invention. Attach copies of any agreements if they are available.

Item 7. Public disclosure is the date when an invention (or description of the invention) is first available or accessible to the public. In the US, a patent application may be filed up to one year after initial public disclosure. However, in foreign countries public disclosure bars an individual from filing a patent application. Public disclosure may take place any of the following forms among others: journal article, conference abstract, news releases, dissertations, poster presentation, web pages (including those of a journal publisher), published grant applications, oral presentation, seminars outside IU or discussions with non-IU personnel who are not under confidentiality restrictions.

Item 8. The description of the invention will be used to assess patentability and commercial interest.

Item 9. IURTC will search for interested commercial partners. The information provided in this item will help focus and supplement IURTC’s search.

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IURTC Disclosure Manager	Indiana University Research and Technology Corporation Office of Technology Transfer Invention Disclosure	IURTC Tech No.	
For assistance with completing the Invention Disclosure please see the Instructions or call the IURTC Office of Technology Transfer at (317) 274-5905.			
1. Title of Invention: Shaded areas for user entry automatically expand and wrap to accommodate the text entered.			
2. Brief Description of Invention:			
3. Please list the dates and locations of the following:			
	Date	Supporting Material	Location
Conception of invention			
First written description			
Reduced to practice			
4. All individuals who contributed to the development of the invention including collaborators outside IU: (attach additional pages as needed)			
Name	Title	Institution	
5. Funding sources and relative contribution of each source. If no funding, indicate "NONE": (attach additional pages as needed)			
Agency or Company	Principal Investigator	Grant/Contract No.	Percent (%) Contribution
6. Are there any agreements with third parties related to this invention?			
Please click description below to select from menu	Any Agreement?	Brief Description	Agreement attached?
Collaborative research agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Corporate sponsored research	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Incoming - Material transfer agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Outgoing - Material transfer agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Software license	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you publicly disclosed the invention in any of the following ways? Please click description below to select from menu			
In Print (paper, abstract, grant app., thesis)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Date:	<input type="checkbox"/> Anticipated, Date:	Comments:
Oral presentation	<input type="checkbox"/> No <input type="checkbox"/> Yes, Date:	<input type="checkbox"/> Anticipated, Date:	Comments:
Website	<input type="checkbox"/> No <input type="checkbox"/> Yes, Date:	<input type="checkbox"/> Anticipated, Date:	Comments:
Discussions outside of IU	<input type="checkbox"/> No <input type="checkbox"/> Yes, Date:	<input checked="" type="checkbox"/> Anticipated, Date:	Comments:

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8. Please attach a manuscript or narrative or use the space provided to describe the following information:

- a. Summary of the invention's purpose and utility.
- b. Summary of the background state of the art (including citations to known references) and previous attempts to solve the problem.
- c. Novel features of the invention and why it is an improvement over the current state of the art.
- d. Current stage of development.
- e. A detailed description of the invention. This information will be used to prepare a patent application if patent protection is sought. It must have sufficient detail to enable someone skilled in the field to which the invention pertains to make, use or reproduce the invention.
- f. Keywords describing the invention.

9. Please provide the following information if you know it:

- a. Commercial applications of the invention.
- b. Companies active in the field.
- c. Companies who have shown interest in or who might be interested in the invention. (Include names and phone numbers of contacts in those companies if you know them.)
- d. Known competitive products.

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**Invention Disclosure
Certification Page**

Please list the title of Invention from the first page: _____

I/we have read and completed the invention disclosure, included all information known and available at this time, and believe that this invention disclosure comprises a complete and accurate representation and explanation of the invention. I/we have read the Indiana University Intellectual Property Policy, available at www.indiana.edu/~rugs/respol/intprop.html or through the IURTC website (<http://iurtc.iu.edu>), and hereby acknowledge the applicability of that policy to the invention described in this invention disclosure. I/we also agree to abide by the Indiana University Intellectual Property Policy and to execute any documents necessary to perfect Indiana University's ownership of the invention consistent with that policy and its provisions.

Inventorship is a matter of patent law and will ultimately be determined by IURTC's patent attorneys. It is not unusual for inventors to be added to or removed from a patent application during the patenting process.

Potential Indiana University Inventors (unless the following Revenue Sharing form is filled out, all of these individuals will share revenue equally).

All information and signatures must be obtained prior to processing at IURTC.

Primary Contact

	Signature Select from menu Other	Date
Printed name <i>If you have multiple appointments, fill out contact information as it applies to this invention only:</i>	Degree	Citizenship
	School/Department/Division	Building/Room number
University telephone	University fax	E-mail
Home address: Street	City, Zip code	Home telephone

Primary Contact

	Signature Select from menu Other	Date
Printed name <i>If you have multiple appointments, fill out contact information as it applies to this invention only:</i>	Degree	Citizenship
	School/Department/Division	Building/Room number
University telephone	University fax	E-mail
Home address: Street	City, Zip code	Home telephone

Please download or make copies of this page to accommodate all potential inventors. It is the responsibility of each party listed on this page to notify IURTC of a change in contact information. IURTC is not responsible for the disposition of any items sent to an individual who has moved and not provided IURTC with written confirmation of a new address. Please send all notices for a change of address or other information to: IURTC, Office of Technology Transfer, 351 West 10th Street, Indianapolis, IN 46202.

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**Invention Disclosure
Revenue Sharing**

Please list the title of Invention from the first page: _____

All potential inventors typically would share net licensing revenue equally as specified in the Indiana University Intellectual Property Policy available at www.indiana.edu/~rugs/respol/intprop.html. However, this policy allows for alternative revenue sharing agreements between potential inventors, as well as other contributors to an invention. You should discuss the revenue distribution percentages among yourselves. If you would like to pursue an alternative revenue sharing arrangement, all potential inventors and other contributors, if any, **must agree to the distribution arrangement as evidenced by the signatures on this page**. Without this information, net licensing revenue will be shared equally between potential inventors.

Names and **signatures** of potential inventor(s) and other contributor(s), if any, and their corresponding revenue distribution percentage:

Printed Name	Signature	Revenue Distribution Percentage (%)	Listed on the Disclosure Certification Page?	If NOT listed on the Disclosure Certification Page, please provide contact information
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: Phone: E-mail:
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: Phone: E-mail:
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: Phone: E-mail:
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: Phone: E-mail:
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: Phone: E-mail:
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: Phone: E-mail:
7.			<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: Phone: E-mail:
8.			<input type="checkbox"/> Yes <input type="checkbox"/> No	Address: Phone: E-mail:

It is the responsibility of each party listed on this page to notify IURTC of a change in contact information. IURTC is not responsible for the disposition of any items sent to an individual who has moved and not provided IURTC with written confirmation of a new address. Please send all notices for a change of address or other information to: IURTC, Office of Technology Transfer, 351 West 10th Street, Indianapolis, IN 46202.

