**INSTRUCTIONS:**

This Invention Disclosure Form is a form for use by Elizabethtown College faculty, staff, and students to report the creation of intellectual property. Upon receipt of this form and the required supporting materials, your invention disclosure will be officially docketed. This completed Invention Disclosure Form and supporting materials should be HAND DELIVERED to the Office of Sponsored Research and Programs (OSRP), in a sealed envelope marked “CONFIDENTIAL” and directed to the attention of “Executive Director, OSRP.”

**REQUIRED INFORMATION:**

**ATTENTION: YOUR DISCLOSURE WILL NOT BE REVIEWED UNTIL THE INFORMATION BELOW AND ANY SUPPORTING MATERIALS ARE SUBMITTED TO OSRP**

**1.)** Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_

**2.)** Disclosure Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.)** Description of Technology (**VERY IMPORTANT**): OSRP cannot review an invention disclosure until it has been fully completed. On a separate page and on computer media if possible, please provide the following items necessary for OSRP to assess the technical merit and commercial potential of your invention:

**a.)** A 2-5 page concise description of the invention including:

**i.)** A brief summary: describe the problem solved by the invention, and novel features of the invention.

**ii.)** Stage of development

**iii.)** Potential commercial uses and applications

**iv.)** Other similar technologies and competing products

**v.)** Advantages over other similar technologies and products

**b.)** Attachments:

**i.)** Any manuscripts or grant applications

**ii.)** Any related publications and patents by you and others in the field

**iii.)** A copy of the Curriculum Vitae (CV) of all contributors

**4.)** Is this invention related to a prior invention disclosed to OSRP? 􀀀 **No** 􀀀 **Yes**

**a.)** If Yes, prior docket number: \_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.)** Was the invention developed with the use of grant or contract funding?

**a.)** Federal Funding: 􀀀 **No** 􀀀 **Yes:** Federal Award Number and PI Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b.)** Sponsored Research: 􀀀 **No** 􀀀 **Yes:** Sponsor Name and PI Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6.)** Was the invention developed under a formal Collaborative Research Agreement with a third party or using biological or other proprietary materials obtained from a third party under a Material Transfer Agreement?

**a.)** Collaborative Research Agreement: 􀀀 **No** 􀀀 **Yes:** Institution/Corporation: \_\_\_\_\_\_\_\_\_\_\_\_\_

**b.)** Material Transfer Agreement: 􀀀 **No** 􀀀 **Yes**: Institution/Corporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7.)** Please provide information about the following critical dates related to this invention:

**a.)** Has the invention been disclosed or presented to others including posting on the Internet, or an offer for sale?

􀀀 **No** 􀀀 **Yes:** Date disclosed:\_\_\_\_\_\_\_\_\_ (include a poster or other public presentation, publication in a journal, thesis, or book, email dissemination, internet/website publication or display, and conversation outside of Elizabethtown College not protected by confidentiality.) Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**b.)** Has a description of the invention been included in an abstract or manuscript submitted for publication?

􀀀 **No** 􀀀 **Yes:** Expected publication date: \_\_\_\_\_\_\_\_\_\_\_ Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**c.)** Has a description of the invention been included in a grant application or grant report?

􀀀 **No** 􀀀 **Yes:** Date submitted: **\_\_\_\_\_\_\_\_\_\_** Expected funding date: \_\_\_\_\_\_\_\_\_\_\_\_ Funder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide a copy of any presentation, internet posting, manuscript, abstract or grant application with this form.**

**8.)** Please answer the following questions regarding potential commercialization of the invention:

**a.)** What products, processes or services may result from the technology?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b.)** Are there any colleagues whom you know to be working in complementary areas of research?

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**c.)** Do you know of any companies that may have interest in licensing your invention?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**d.)** Are there any companies that you DO NOT want your invention licensed to?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9.)** Contributors: I/we submit this invention disclosure in compliance with Elizabethtown College Intellectual Property policies.

**a.)** Required primary contact information:

|  |  |
| --- | --- |
| Printed Name: |  |
| Signature and Date: |  |
| Citizenship: |  |
| School and Dept: |  |
| Phone, Fax and  E-mail: |  |
| Home Address\*: |  |

**b.)** Other contributors (attach additional sheet if necessary):

|  |  |
| --- | --- |
| Printed Name: |  |
| Signature and Date: |  |
| Citizenship: |  |
| School and Dept: |  |
| Phone, Fax and  E-mail: |  |
| Home Address\*: |  |

|  |  |
| --- | --- |
| Printed Name: |  |
| Signature and Date: |  |
| Citizenship: |  |
| School and Dept: |  |
| Phone, Fax and  E-mail: |  |
| Home Address\*: |  |

**\**Home address necessary to comply with certain patent office requirements.***