**INVENTION DISCLOSURE FORM**

**NOTE to Inventors: If anyone other than the Inventor(s) knows about the invention or if attempts have been made to sell the invention, please notify ortt immediately because the time frame for filing a patent application may be critical.**

Additional information related to ownership and treatment of invention disclosures and intellectual property, including information regarding handling of any income resulting from licensing/commercialization, can be found in the A-State Intellectual Property Policy.

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TITLE and INTRODUCTION**

1. Invention Title:

Briefly categorize the Invention/Innovation field/industry. Examples of categorizations are ‘lubricant applicable to down-hole drilling’, ‘mobile application providing math training to kindergartners’, or ‘compounds and processes for making and using such compounds that treat cancer’ (if more than one, list all of interest):

**INVENTORS and CONTRIBUTORS** (use additional pages as needed for additional innovators)

2. How many people made inventive, intellectual contributions to the invention?

**Note that according to patent law, if an individual that made inventive contributions to an invention is not named as an inventor, or if an individual that did not make inventive contributions is named as an inventor, patentability of the invention could be invalidated on that basis, even after a patent is granted.**

3. Please provide the full name and home address (not a P.O. Box) of each person that contributed to development of the invention (this information will be confidential). IMPORTANT NOTES: (a) Innovator 1 will be identified as the ‘primary inventor’ for patent office administrative purposes.

(b) The percent contribution attributed to a particular innovator will determine the share of income that innovator receives according to the university intellectual property policy.

Innovator 1 Name:

Street:

City, State and Zip Code:

College:Department:Department Chairman:

e-mail:work phone:mobile/alternate phone: citizenship:

Employment/Student status: A-State Employee  A-State Student Other

Briefly describe contribution to discovering/developing invention:

Of the inventive and intellectual contributions to creation of the invention, what percentage is attributable to Innovator 1:

Signature:

Innovator 2 Name:

Street:

City, State and Zip Code:

College:Department:Department Chairman:

e-mail:work phone:mobile/alternate phone: citizenship:

Employment/Student status: A-State Employee  A-State Student Other

Briefly describe contribution to discovering/developing invention:

Of the inventive and intellectual contributions to creation of the invention, what percentage is attributable to Innovator 2:

Signature:

Innovator 3 Name:

Street:

City, State and Zip Code:

College:Department:Department Chairman:

e-mail:work phone:mobile/alternate phone: citizenship:

Employment/Student status: A-State Employee  A-State Student Other

Briefly describe contribution to discovering/developing invention:

Of the inventive and intellectual contributions to creation of the invention, what percentage is attributable to Innovator 3:

Signature:

**PROSPECTIVE COLLABORATORS and LICENSEES**

4. (a) Based on your own knowledge of the field of the invention, list the names of individuals, agencies, universities, and companies that are leaders in the relevant field (a search of ‘Google Scholar’ (http://scholar.google.com/) is recommended in order to supplement/confirm your knowledge:      .

(b) List any contacts you have, including employer and contact information, that might be interested in licensing your invention or otherwise collaborating regarding the invention’s development, and why you think they may be interested: **\_**

(b) Using ‘Google Advanced Patent Search’ (<http://www.google.com/advanced_patent_search>), list the most relevant U.S. patent applications and patents in the field of the invention and the companies and institutions that own such patent applications and patents:      .

(c) Using the World Intellectual Property Organization (WIPO)’s patent document database (http://patentscope.wipo.int/search/en/search.jsf), list the most relevant foreign patent applications in the field of the invention:      .

**MARKET ANALYSIS and BACKGROUND**

5. Your invention meets a perceived need. List, in bullet format, the problems, shortcomings, and needs met by your invention.

6. (a) In bullet format, list advantages your invention provides over technology, products, methods currently available. Examples of this might be: reduced time, reduced cost, greater quality or effectiveness, etc. Please be specific with times, percentages, costs, quantities, etc.

(b) Please specify product names, manufacturers, patent numbers, articles, and web sites relating to existing products/methods with which your invention would compete or that your invention would replace (include relevant documentation as appropriate).

7. Are you aware if anyone else is doing related work to address the same need?

If yes, please describe what others are doing and submit any references describing such activities. If no one else is working to address this need, please explain why you think the need is not attracting more attention.

8. For each of the Innovators identified as contributors to this invention, list any prior publications, posters, presentations, patent applications or patents in the field of the invention.

9. What is the approximate annual market for the product (price per unit and number sold)? Or in the case of a process or method, how many times it is executed or how many units does it produce annually? In the US? Worldwide?

10. By approximate comparison to products, processes, procedures, or methods of similar size, make, and/or application, such as products/processes the invention will replace, what is the projected sale price of the product/processes?

**CONFIDENTIALITY**

11. (a) Does anyone outside of A-State know about the invention?

(b) If yes, are those outside A-State with knowledge of the invention collaborators in creating the invention (yes/no)?

(c) Was a confidentiality agreement or NDA signed? If yes, please submit such agreement along with this questionnaire.

(d) Was any other agreement signed that included confidentiality requirements such as a material transfer agreement (MTA), consulting, or research agreement? If yes, please submit such agreement along with this questionnaire.

(e) If the answer to both (c) and (d) is no, what was the date the first time the invention was disclosed to someone outside of A-State (for example, via publication submission, poster, conversation, presentation)?

12. If no one outside A-State knows about the invention, is disclosure by publication or otherwise planned?

If yes, please indicate the earliest planned date of disclosure outside A-State:

13. Has the invention, or have any goods/services produced by the invention, been advertised or offered for sale? If so, what was the date of the offer/advertisement (approximate if necessary)?

**DEVELOPMENT STATUS**

14. (a) Has the invention been tested and data generated, or is the invention only “on paper”?

(b) If a working prototype of the invention has been produced, what was the date when the prototype was first completed (approximate if necessary)?  When submitting this form, include documentation supporting this date of first practicing/proving the invention (for example, copies of signed laboratory notebook pages).

15. (a) If no prototype or data has been produced to prove the concept of the invention, what will it cost to establish minimally functional proof of concept? Itemize next steps and associated costs, as appropriate. **\_\_\_\_\_\_\_\_\_\_\_**

(b) Beyond proof of concept, in chronological and/or prioritized order, list projected next steps that will further prove and/or develop the invention and an approximate cost and time line for each.

16. List primary threats to successful development and commercialization of the invention.

**FUNDING and SUPPORT**

17. Were materials used that were contributed by other sources (a company or other university or other institution)? If so, please identify the source, including contact information.

18. May another company/institution may claim rights in the invention?

19. (a) Please identify andlist all sources and amounts of funding (sponsors, intramural and extramural) that supported discovery/development of the invention, in whole or in part: If the invention is associated with a grant or contract, provide the grant or other A-State RTT identifying number. If funding resulted from grants, please include PI Name, Title, Funding Agency, and Terms/Grant No.

(b) Have you identified sources of funding for ongoing research and development related to your invention? If yes, please list.

**TECHNICAL SUMMARY**

20. Provide a two to four page scientific/technical summary of the invention. For all processes, methods, techniques, and procedures related to the invention, provide a flow chart generally illustrating the steps involved and refer to and explain the flow chart in the summary. Please also provide any relevant diagrams and data, charts and tables, along with an explanation of each that may assist in understanding the invention. If the invention is in the field of biology, chemistry, or medicine, please provide specific descriptions of experiments that resulted in data exemplary of the invention.

In the case of software, provide a flow chart generally illustrating the steps involved and pseudo code if not also the complete source code with submission of this form.

**Please return this completed questionnaire to the A-State Research and Technology Transfer (RTT) via email at** [**lacosta@astate.edu**](mailto:lacosta@astate.edu) **.**