University of West Florida

Invention Disclosure Form

**Purpose and Format of Invention Disclosure Form**

This form is used to disclose an invention as required by University of West Florida Intellectual Property Policy (explained in the University of West Florida Intellectual Property Policy). (If a “work,” which refers in general to copyrightable material, must be disclosed, the disclosure should be on the form entitled “Work Disclosure.”) An invention disclosure should be made when something new and useful has been conceived or developed, or when unusual, unexpected, or unobvious research results have been achieved and can be utilized.

The University of West Florida needs the information requested in this form to permit evaluation of your invention to determine whether the invention is patentable and whether commercial development is feasible. The invention should be clearly described in Section 1 of this form so that someone having knowledge in the field of the invention can understand the technical merits of the invention, its usefulness, and possible practical applications. Information that helps evaluators appreciate the invention will increase its ultimate chances for successful patenting, if that is appropriate, and later market development.

The remainder of the disclosure form covers certain general issues that need to be taken into account with every invention. The subject covered in Section 4 is of particular importance as the public disclosure of the invention places severe limitations on available patent protection. **Non-confidential disclosure of an invention (to people outside the University) may initiate a one-year period within which a United States patent application may be filed. If an application is not filed within that time, U.S. law prevents one from obtaining patent protection of the disclosed invention. The patent laws of most other countries are even more strict: in general, the right to patent protection is lost immediately upon public disclosure unless a U.S. patent application is filed prior to such disclosure.** Thus, to ensure the possibility of worldwide patent protection, it is important that invention disclosures be submitted for timely review so that a U.S. patent application can be filed before public disclosure occurs.

Information used in determining rights to the invention is requested in Section 5. Identification of the financial support used during the development of the invention helps determine whether there are contractual obligations to external research sponsors that may affect such rights.

In Section 6, you are to identify the individuals who are inventors of the technology disclosed. It is important to note that inventorship is determined pursuant to United States patent law. Thus, this list may need to be revised during the process in order to accurately reflect the names of inventors. In Section 7, only the person completing the disclosure form and the department chairperson need to date and sign the form.

All questions are important, so please respond to each of them even if the answer is “none” or “not applicable”. If more space is needed, feel free to use additional sheets. For any questions regarding this form, please call Research Administration and Engagement at 850-474-2824.

**UWF #\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONFIDENTIAL**

INVENTION DISCLOSURE

1. **Disclosure of Invention**

An invention includes any discovery, new and useful process, composition of matter, article of manufacture, know-how, design, model, technological development, biological material, strain, variety, culture of any organism, or portion, modification translation, or extension of these items, and any mark used in connection with these items. Under patent law, this may include drugs, newly discovered, mutated or genetically engineered microorganisms or plants, new or altered forms of plant life, vaccines, cells, tissue and organ cultures, products of recombinant DNA research, hybrid cell cultures, processes involving microorganisms, monoclonal and polyclonal antibodies, engineered proteins, and some computer programs and designs.

1. **TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Brief, but comprehensive, technically accurate, and descriptive)

1. **CONCISE DESCRIPTION OF THE INVENTION:** Your disclosure should enable someone having knowledge of the field to understand the invention. Include essential elements (features, concepts, or new results of the invention, whichever is most applicable), their relationship to one another, and their mode of operation. Identify the elements that are considered novel. Also, if the invention is an apparatus or system, attach drawings or a sketch and indicate if it has ever been built or tested. Use additional pages, attach drawings, manuscripts, papers, or other supporting material to facilitate understanding the invention. Attach any data which shows that the invention works.

*{insert text here}*

**2. Uses/Usefulness/Any Advantages of the Invention over Currently Available Technology**

Describe what is presently in the field. Identify existing devices or processes (and their shortcomings) and list any published material such as patents, commercial literature, and scientific articles relating to the invention. Identify the advantages or benefits of the invention over currently available technology, such as efficiency, cost benefit, simplicity, overcoming a defect. Identify possible uses or new uses of the invention (especially important if the invention is a chemical compound).

*{insert text here}*

1. **Potential Commercial Applications of the Invention/Potential Licensees**
2. If you are aware of a definitive licensee or a research sponsor who will license this invention, we must know immediately. Please indicate that company (with specific individual and phone number) in the space below:

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

1. Where would your invention have the most commercial value? Please indicate your evaluation by ranking the following geographic areas (1 being the highest).

United States \_\_\_\_\_\_\_ Japan \_\_\_\_\_\_\_\_\_

Europe \_\_\_\_\_\_\_ Other (Please specify) \_\_\_\_\_\_\_\_\_

1. Please estimate the annual sales of your invention three years after product launch, and explain how you arrived at this number. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Have you communicated with any industry representative regarding your  
   invention? YES \_\_\_\_\_\_ NO \_\_\_\_\_\_\_

Date of Disclosure

Company

Address

City/State/Zip

Telephone Number

Individual Contact

Official Title

Was such disclosure made under a confidentiality agreement? YES \_\_\_\_\_ NO \_\_\_\_\_

1. Do you wish to license this invention for your own company? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Do you wish to continue research on this invention if the entity licensing the  
   invention provides funding? YES \_\_\_\_\_ NO \_\_\_\_\_
3. **Public Disclosure/Publication Plans**

Public disclosure includes abstracts and presentations at scientific meetings (including poster sessions), public seminars, shelving of theses, publications, disclosure to others outside of the University who have not signed a confidentiality agreement, and the use, sale, or offer of sale of the invention. Identify dates and circumstances of any such disclosures. Also, indicate your future disclosure or publication plans, and NOTIFY Research Administration and Engagement if the invention becomes publicly disclosed or published in the future (whether by plan or inadvertently).

Which of the following have you done or do you intend to do?

YES NO DATE

1. Publish \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_

2. Oral Presentation \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_

3. Poster Session \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_

4. Disclose to Industry Rep. \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_

5. Other Public Dissemination \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_

1. **Financial Support/Contract Identification**

Identify the specific grant or contract number(s) (not the account number) and the external sponsors (governmental agencies, industrial sponsors, private agencies, or others) which provided support used to defray costs related to the research from which the invention resulted. This information is needed to determine whether this invention is subject to any commitments or restrictions arising from the terms of sponsorship.

1. **University Support:**NOTE: The percentages indicated in A. and B. must add up to 100%.
2. Name and address of the University facility where the invention was developed:

Name

Address

City, State, Zip

1. Please provide the following information regarding any contract and grant support of the invention process. (Please provide the following Information for each contract or grant that supported the invention process; attach additional sheets if necessary.)

Name

Grant/Contract #

Address

City, State, Zip

P.I. Name

Grant/Contract Title

What was the percentage of contribution through this contract/grant? \_\_\_\_\_\_\_%

1. What was the University’s percentage of support apart from any contracts and grants to the invention process? \_\_\_\_\_\_\_% (Support includes facilities, personnel, including yourself, and supplies as well as money.)

**B.** Other Support \_\_\_\_\_\_\_% Please explain the circumstances of this support.

1. Did any of the inventors use a biological, chemical or physical material or substance obtained from others to create this invention? YES \_\_\_\_\_\_ NO \_\_\_\_\_\_\_.

If YES, did a Materials Transfer Agreement or other document accompany the transfer?   
YES \_\_\_\_\_ NO \_\_\_\_\_ Please list any such agreements.

**D.** Did you submit a Report of Outside Activity for this and the previous academic  
year? YES \_\_\_\_\_ NO \_\_\_\_\_ (If yes, please provide copies of the approved Report of Outside Activity with this invention disclosure form.)

**6. IDENTIFICATION OF CONTRIBUTOR(S)**

List below all persons who are believed to have contributed to the conception or reduction to practice of this invention. Please provide addresses and phone numbers where they may be contacted.

**-- Researcher #1 --**

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

First Name Middle Name Last Name

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City, State, Zip, Country City, State, Zip, Country

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UWF ID Citizenship

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Researcher Title and University affiliation, i.e., Department, Center, College, Other

**-- Researcher #2 --**

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

First Name Middle Name Last Name

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UWF ID Citizenship

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Researcher Title and University affiliation, i.e., Department, Center, College, Other

**-- Researcher #3 --**

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

First Name Middle Name Last Name

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City, State, Zip, Country City, State, Zip, Country

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Researcher Title and University affiliation, i.e., Department, Center, College, Other

Note: The foregoing list should include names of all persons who may qualify as legal inventors. Inventorship is a legal question which is generally determined by the attorney of record at the time a patent application is filed. A statement which discusses the concept of inventorship is available from Research Administration and Engagement.

**7. Signatures**

Signature of Inventor submitting disclosure:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Department Chairperson of each inventor should confirm the proportion of University contribution, including percentages of contract and grant support, to the invention (See item** **5).**

(1) (2) (3)

Dept. Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The College Dean of each inventor should confirm the proportion of University contribution, including percentages of contract and grant support, to the invention (See item** **5).**

(1) (2) (3)

College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. University Decision (to be completed by the Office of Research Administration and Engagement).**

Does University assert or waive its interests in the work(s) as disclosed?

Asserts \_\_\_\_\_\_ Waives \_\_\_\_\_\_\_\_

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

Associate Vice President for Research and

Administration or designee

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

Date