UNIVERSITY OF WEST FLORIDA

Research Administration and Engagement
11000 University Parkway
Building 11, Office 110
Pensacola, FL 32514

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.

A. TITLE: _____
(Brief, but comprehensive, technically accurate, and descriptive)

B. 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.

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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).

3. Potential Commercial Applications of the Invention/Potential Licensees

A. 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:

_____

B. 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) _____

C. Please estimate the annual sales of your invention three years after product launch, and explain how you arrived at this number. $ _____

D. 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 ◯

E. Do you wish to license this invention for your own company? YES ◯ NO ◯

F. Do you wish to continue research on this invention if the entity licensing the invention provides funding? YES ◯ NO ◯

4. **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	◯	◯	

5. **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.

A. University Support:
NOTE: The percentages indicated in A. and B. must add up to 100%.

1. Name and address of the University facility where the invention was developed:

Name _____
Address _____
City, State, Zip _____

2. 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? _____%

3. 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.

C. 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

Work Address	Home address
City, State, Zip, Country	City, State, Zip, Country
Work Phone Number	Home Phone Number
Work Fax Number	E-Mail Address
UWF ID	Citizenship

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

-- Researcher #2 --

First Name | Middle Name | Last Name

Work Address | Home address

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

Work Phone Number | Home Phone Number

Work Fax Number | E-Mail Address

UWF ID | Citizenship

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

-- Researcher #3 --

First Name | Middle Name | Last Name

Work Address | Home address

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

Work Phone Number | Home Phone Number

Work Fax Number | E-Mail Address

UWF ID | Citizenship

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).

	Researcher 1	Researcher 2	Researcher 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).

	Researcher 1	Researcher 2	Researcher 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