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Date/Time Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Assignment/ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OSPR Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INVENTION DISCLOSURE FORM**

***Confidential***

 *When completed, the Invention Disclosure Form is an important legal document. Great care should be taken in its preparation. Information contained in this document is maintained in confidence and will not normally be disclosed to others except with the appropriate safeguards. In order to help us preserve patent rights, please keep us apprised of your publication plans. Submission of an Invention disclosure*

 *Form does not insure that a patent application will be filled. The University of Louisiana Monroe reserves the right in its sole discretion to determine those cases as identified in ULM’s Invention*

*Disclosure upon which it will seek patent protection. Inventorship is defined under U.S. patent laws. Identification of a person as an inventor in this Invention Disclosure does not assure he or she will qualify*

*as an “inventor” under applicable law.*

1. **INVENTION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **INVENTOR(S):** Identify all individuals who have made an intellectual contribution “of a definite and permanent idea of the complete and operative invention” as it will be applied in practice. FYI: An inventor is one who makes a material contribution to the subject matter of at least one claim of the patent. Since the scope of inventorship is not possible when the process is initiated, for example, by filling out this form. This form asks for a list of inventors who contributed materially to what you consider the novel, non-obvious and useful aspects of the invention or development described. Please be advised that the patent attorney applying the legal standards of inventorship under the United States patent law will make the final determination of inventorship.

*Please note that both Social Security Number and country of citizenship are required; absence of this information may hinder distribution of inventors’ share of any royalties that may result from this technology.*

|  |  |
| --- | --- |
| **Inventor #1** | **Inventor #2** |
| Name | Name |
| Title | Title |
| School/Program | School/Program |
| College | College |
| University | University |
| Building and Room # | Building and Room # |
| Box # | Box # |
| Work Telephone | Work Telephone |
| Work Fax | Work Fax |
| Work email | Work email |
| Home Address | Home Address |
| Home City, State and Zip | Home City, State and Zip |
| Home Telephone | Home Telephone |
| SSN: | SSN: |
| Country of Citizenship | Country of Citizenship |
| Level of Contribution: 0% | Level of Contribution: 0% |
| Employer Information (Check all applicable statements)I am: Full time employee of ULM ULM student Hold a dual paid appointment with another institution Non-ULM employee Visiting Scholar | Employer Information (Check all applicable statements)I am: Full time employee of ULM ULM student Hold a dual paid appointment with another institution Non-ULM employee Visiting Scholar |

1. **ADDITIONAL INVENTORS** (if applicable):

|  |  |
| --- | --- |
| **Inventor #3** | **Inventor #4** |
| Name | Name |
| Title | Title |
| School/Program | School/Program |
| College | College |
| University | University |
| Building and Room # | Building and Room # |
| Box # | Box # |
| Work Telephone | Work Telephone |
| Work Fax | Work Fax |
| Work email | Work email |
| Home Address | Home Address |
| Home City, State and Zip | Home City, State and Zip |
| Home Telephone | Home Telephone |
| SSN: | SSN: |
| Country of Citizenship | Country of Citizenship |
| Level of Contribution: 0% | Level of Contribution: 0% |
| Employer Information (Check all applicable statements)I am: Full time employee of ULM ULM student Hold a dual paid appointment with another institution Non-ULM employee Visiting Scholar | Employer Information (Check all applicable statements)I am: Full time employee of ULM ULM student Hold a dual paid appointment with another institution Non-ULM employee Visiting Scholar |

1. **INVENTION SUMMARY:** Provide a brief, non-confidential summary/description of the invention, which includes an introduction and describes the capabilities of the invention without disclosing details that would enable duplication or imitation of the invention. This description may be used to advertise, promote and market inventions made by the ULM faculty.
2. **DETAILED DESCRIPTION:** Provide a detailed description of the invention, which may include drawings, sketches, alternative methods of construction, which would accomplish the same result, or other information necessary to understand the invention. Describe the key and/or unique characteristics of the problem that is solved by the invention. Describe the unique or novel features of the invention and the results or benefits of its application. Explain why the invention is “new”, “useful” and “non-obvious” (required by the USPTO to obtain a patent) to a person of technical training in a related field, and what advantages of the invention distinguish it from prior technology.
3. **PRIOR METHOD:** Provide information relating to any prior methods or apparatuses, if any, for performing the same function of the invention.

Was there a prior method or apparatus utilized in performing the same function as this invention?

 YES NO

If YES, indicate the prior method or apparatus’ advantages and disadvantages as compared to this invention:

If YES, describe the difference between the prior method or apparatus and the new invention. Please include any records of the prior method (lab books, notebooks, drawing or other record):

1. **INVENTION CONCEPTION:** Conception is the formation in the mind of the inventor(s) of a definite and permanent idea of the complete and operative invention, as it is thereafter to be applied to practice. An idea is definite and permanent when only ordinary skill is necessary to reduce the invention to practice.

Date:

Place:

Existing Record (lab books, notebooks, proposal, drawing or other record of technology):

1. **REDUCTION TO PRACTICE:** Provide information regarding the first successful construction or operation of the invention that shows the practical usefulness and advantages of those features that distinguish it from prior technology.

Has this occurred? YES NO

Date:

Place:

Existing Record (lab books, notebooks, proposal, drawing or other record of technology):

Witnesses:

1. **PRIOR ART:** Each Individual associated with the filing and prosecution of a patent application has a duty of candor and good faith to disclose all information known to that individual to be material to the patentability of the invention.

Please indicate and attach any closely related prior art about which you may be aware.

Please conduct a prior art search at [www.uspto.gov](http://www.uspto.gov) and attach your findings and conclusions.

 Completed: YES NO

1. **PAST AND PLANNED DISCLOSURES TO OTHERS OUTSIDE OF ULM:** Private disclosures can serve to corroborate when the invention was made, but public disclosures, especially printed publications (including news reports, abstracts, theses, and dissertations) can limit the period for filing a U.S. patent application and possibly preclude foreign patents. Please list both private and public disclosures made regarding this invention. Please attach additional disclosures as appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Disclosure 1** | **Disclosure 2** | **Disclosure 3** | **Disclosure 4** |
| **Type:** |  |  |  |  |
| **Date:** |  |  |  |  |
| **Place:** |  |  |  |  |
| **To Whom:** |  |  |  |  |

1. **PROJECT/SPONSOR INFORMATION:** Identify any research projects or sponsors that supported the development and reduction to practice of the described invention.

Was the invention the result of research or investigation conducted at a laboratory or research facility at the University?

 YES NO

Was the project sponsored by an industry or federal entity? YES NO

Type of Sponsor:

Name of Sponsor:

Contract/Grant/Award Number:

If more than one sponsor is involved, please note additional information:

1. **OUTSIDE SOURCE OF MATERIALS:** Provide information regarding material, relevant to the invention, received from an entity outside of the University including those under a Material Transfer Agreement (MTA). Please attach any relevant MTAs.

Was material obtained from others to create this invention? YES NO

 If YES, did a MTA or another document accompany the transfer? YES NO

 Please identify the material:

 Name the institution/company involved in the transfer:

 Please attach any other relevant documentation relating to the material obtained.

1. **COMMERCIAL APPLICATION:**

What problem does the invention solve?

What products, processes or services would result from the invention?

What is the appropriate market size for the invention?

How was this determined?

What commercial companies may be interested in the invention?

1. **OTHER COMMENTS:** Include any additional information you feel may be helpful in assessing this invention and why the University should proceed with a patent application.

**In order for this invention disclosure to be complete and processed by the Office of Sponsored Programs and Research (OSPR), it must be reviewed and signed by ALL Inventor(s) in the spaces provided below.**

I certify that all of the information provided herein is complete and accurate to the best of my knowledge.

I have reviewed and understand the Intellectual Property policy of the University of Louisiana Monroe, and as required, I assign my rights in this invention and all resulting patents to the University. I also agree to cooperate fully with the University in the protection and commercialization of this invention, and understand that any revenues derived from this invention will be distributed according to University policy.

**Inventor 1**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Inventor 2**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Inventor 3**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Inventor 4**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_