

PRINCETON UNIVERSITY

INSTRUCTIONS FOR INVENTION DISCLOSURE FORM

This Invention Disclosure Form is for use by University Faculty, Staff, and Students to report the creation of intellectual property. It should be used for all inventions, as well as for computer software. It is designed to provide the Office of Technology Licensing and Intellectual Property with sufficient preliminary information to open a file and initiate the case review process. This form must be completed in its entirety, signed by the inventors and forwarded to the Office of Technology Licensing and Intellectual Property, where it will be assigned a Docket Number and assigned to a Case Manager for review.

The requested information is as follows:

- 1. Disclosure Title:** The title should be a general one. It may be changed by the patent attorney if a patent is filed.
- 2. Sponsorship:** Once we have a completed form, this Office fulfills your responsibility of reporting the invention to your sponsors. You must supply all contract numbers for any Government, Corporate or Foundation support.
- 3. Publications, Oral Presentations, Poster Sessions, Web Postings:** Provide key dates in the disclosure of the technology including all past and future dates of publications and presentations. For a United States patent, you have up to a year to file the application after any such disclosure. For foreign patent coverage, however, the patent application must be filed **BEFORE** any such disclosure. Failure to do so will mean a loss of all potential foreign patent rights.
- 4.-8. Explanation of the Invention:** These sections are designed to help outline the parameters of the invention.
- 9. Experimental Verification:** Please indicate if you have run experiments to verify that the invention works, and if you have constructed a prototype device.
- 10. References:** It is extremely important to attach copies of any publication by you related to this invention. Rough or first drafts of papers, preprints, experimental data sheets, are all important to include, in the event that we need to file a patent quickly due to a emergent publication or presentation.
- 11. Material Transfer Agreements (MTAs):** Some Material Transfer Agreements may contain Intellectual Property clauses that define ownership or contain restrictions on commercialization. It is important to note any MTA on this form that pertains to the invention.
- 12. Possible Means of Commercialization:** Please provide your ideas on the most likely commercial path for the invention.
- 13. Potential Licensees:** Please provide any industry contacts that you have made and companies or industry areas that you believe would have an interest in the invention.

If you have an immediate publication or presentation date and gathering the attachment materials would delay the submission of this form to this Office, please submit it immediately, and provide the attachment materials as soon a possible afterwards.

The completed form can be mailed or delivered to: The Office of Technology Licensing and Intellectual Property, 4 New South Building, Princeton, NJ 08544-0036.

If you have any questions about completing this form, please call the Director at 609-258-1570.

**PRINCETON UNIVERSITY
OFFICE OF TECHNOLOGY LICENSING AND INTELLECTUAL PROPERTY
CONFIDENTIAL INVENTION DISCLOSURE FORM**

1. Title of Invention:

Inventor(s) Name(s)*	Princeton University Address	Email Address and Telephone Number	Home Address

* The Office of Technology Licensing and Intellectual Property will contact the first named inventor to discuss patenting and licensing.

Please indicate if any Inventors are not Princeton University employees. If not, please indicate their corporate/university affiliation or Princeton University status, if any, (i.e. Visiting Researcher, etc.).

2. Sponsorship. Was the work that led to the invention sponsored? List all sponsors below.

	Sponsor	Award or Account Number
a)	_____	_____
b)	_____	_____

3. Publications, Oral Presentations, Poster Sessions, Web Postings.

A) Have you described the invention in a publication, oral presentation, poster session, or spoken to the press or media? Has it been posted on a website? What was the date of publication, presentation or posting? Was it described in specific or general fashion? Include abstracts of talks, news stories, etc. Be sure to include copies of any publications, label them collectively as Attachment A.

B) Any planned future publications or public disclosure? YES ___ NO ___ If yes please include a date when the publication will go into the U.S. mail for distribution and the date any public disclosure such as a talk will take place. Please attach copies as Attachment B.

4. Category and General Description. Is the invention a new process, composition of matter, a device, or one or more products? A new use for, or an improvement to, an existing product or process?

5. Utility. What are possible uses for the invention? In addition to immediate applications, are there any other uses that might be realized in the future?

6. Novelty. Pick out and expand on novel and unusual features. How does the invention differ from present technologies currently being used in industry? What problems does it solve, or what advantage does it possess?

7. Method of Synthesis, Assembly, or Process. If the invention is a composition of matter, a device, or a product, how is it made? If the invention is a process, what are the steps involved?

8. Limitations. Does this invention possess disadvantages or limitations? Can they be overcome? How?

9. Experimental Verification. Have you tested the invention experimentally? YES ____ NO ____ If yes, describe below. Have you constructed a prototype, model, or test samples which are available for examination? YES ____ NO ____ If yes, describe below.

10. References. Are you aware of any inventions or publications by others that are related to this invention? Please attach copies of any documents that you have. Label this as Attachment C.

11. MTAs. Was the invention made with any material or biological substance obtained through a Material Transfer Agreement? Please provide the name of the provider, their affiliation and a copy of the Agreement as Attachment D.

12. Possible Means of Commercialization. How do you envision that the invention might be used in a commercial product or a process for producing a product? What advantages does this invention have over existing technologies?

13. Potential Licensees. Have you described the invention to any industry representatives? Did you describe it in a specific or a general fashion? Please provide the names and contact information for the people that you spoke to. Do you know of any other companies that might be interested?

14. Abstract. Please provide a brief (less than one page) abstract of the invention. NOTE, THIS ABSTRACT IS INTENDED FOR MARKETING PURPOSES UNDER NONCONFIDENTIAL SITUATIONS. While it is important to include the novel nature of the invention, a general description, intended or proposed uses and utility, the abstract must be a NON-ENABLING DISCLOSURE. Please DO NOT include the essential elements which would allow someone to practice the invention or reproduce the material without a license.

I (We) hereby assign all right, title and interest to this invention to Princeton University and agree to execute all documents as requested, assigning to Princeton University our rights in any patent application filed on this invention, and to cooperate with the Princeton University Office of Technology Licensing and Intellectual Property in the protection of this invention. Princeton University will share any royalty income derived from the invention with the inventor(s) in accordance with the Princeton University Patent Policy.

Inventor's Signature

Date

Inventor's Signature

Date

Inventor's Signature

Date