

# Invention Disclosure

As you provide the following information, please keep in mind that your disclosure will be considered for patent by KGI and reported to the federal government if funded by a federal grant or contract. KGI will consider factors such as market potential, technical feasibility, degree of development required, interest by potential licensees, commercial impact, and related criteria. Short, concise answers to each question are preferred; attach additional materials (such as a manuscript) to provide details and claims that might be of value to the patent attorney to whom your invention is assigned.

Enter "N/A" or "Not Applicable" if appropriate. When this form is completely executed, it becomes an official legal document for intellectual property protection. Please submit this completed form via email to [IPTT@kgi.edu](mailto:IPTT@kgi.edu).

## Section I: Disclosure Type

Biological Materials

Educational Materials

Mechanical Inventions

Device

Chemicals/Synthesis

Other Materials

Software

Novel Use

## Section II: Description of Invention, Work, Material, or Design

*Attach sketches, drawings, photos, reports, and manuscripts to illustrate.*

Descriptive Title \_\_\_\_\_

Does the invention include:

Novel composition of matter

Novel process

Novel machine/device

Novel use

Other

**Abstract:** Provide an extended abstract (250-500 words) summarizing the invention.

**Utility:** What are the possible uses for the invention (within or outside of your particular field or application area)? What problem(s) does it solve? How is the invention used to obtain this utility? In addition to immediate applications, are there any other uses that might be realized in the future?

**Novelty/Variations:** What are the advantages and improvements over existing methods, devices, or materials? What features are believed to be new? Discuss possible variations and modifications that can be envisioned. List close or related patents, if known.

**Prior Existing Technology:** Describe the previous method, material, or apparatus used by others to perform the purpose of this invention (if applicable), and describe their limitations/disadvantages.

**Advantages/Limitations:** State the advantages of this technology over the prior existing technology described in the above paragraph. Why is the invention more advantageous than present technology? What problems does it solve? Does the invention possess any disadvantages or limitations? Can they be overcome? How? Are there competing ways to solve the same problem(s)?

**Geographic Scope:** Is the potential value of the invention greater, similar, or less than the US? If there is an international potential, in what countries is there the biggest unmet need?"

**Potential Licensees and Commercialization Potential:** Has the invention been described to industry representatives? When and where did the description take place? Was the invention described in a specific or in a general fashion? Did they express any interest? Name companies and specific individuals and their titles, if possible. Do you know of other people/companies that might be particularly interested? Include as many possibilities as you can. Have you formed/do you intend to form a company of your own.

**Steps Involved/Stages of Development:** 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? What further steps must be taken before the invention would be useful in research or commercial applications? (e.g.: reduction to practice, field testing, clinical trials, FDA approval, combination with other invention by KGI, or other). Attach additional sheets if necessary.

### Section III: Public Disclosure and Publications

Has a written paper, presentation, work, or other description of the technology been offered to a publisher or journal, published, or made available to the public in any capacity? Attach additional sheets if necessary.

Yes                      No

If yes, include this information: title, to whom, when, and where

If no, do you plan on publishing or publicly presenting the technology within the next six months?

Yes                      No

If yes, include this information: to whom, when, and where

During the last five years, have any of the inventors signed any documentation or agreements of any type during a visit to an outside entity such as a commercial or government research lab concerning this, or been employed by another entity claiming ownership of intellectual property of its employees?

Yes                      No

If yes, include this information: to whom, date, and where.

## Section IV: Grants, Sponsorships, and Support

**Contracts and Grants:** Provide the following information for each grant or contact which supported the work, materials, software, or conception and enablement of the invention. Attach additional sheets if necessary.

PI Name \_\_\_\_\_  
 Grant or Contract Number \_\_\_\_\_  
 Grant or Contract Title \_\_\_\_\_  
 Funding Source \_\_\_\_\_

PI Name \_\_\_\_\_  
 Grant or Contract Number \_\_\_\_\_  
 Grant or Contract Title \_\_\_\_\_  
 Funding Source \_\_\_\_\_

If you do not have external funding, check here

**Permissions:** Does the invention include materials from others?

Yes                      No

If yes, what is the material source, and how is it used (e.g., picture in manuscript or algorithm found on the Internet?)

**Support:** Fill out this section if your disclosure is an invention (utilizing internal Institute funds). Please list all KGI facilities and materials budgeted for the development of the technology. Please include release time, student salaries, special services, and subcontracts that were budgeted.

Facility/Material/Personnel	Dates	Approximate Total Hours	Approximate Cost

## Section V: Inventor Information

**Inventors:** Please complete the information below for all inventors, including collaborators from other institutions. All fields are required. Copy this page for additional inventors if needed. All inventors must sign and date this form.

**Inventor 1**                      Lead Inventor?                      Contribution/Royalty Percentage \_\_\_\_\_

Name (First, Middle Initial, Last) \_\_\_\_\_  
 Title \_\_\_\_\_ Institution \_\_\_\_\_  
 College \_\_\_\_\_ Division \_\_\_\_\_  
 Department \_\_\_\_\_ Work Telephone \_\_\_\_\_  
 Work Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Country \_\_\_\_\_ Citizenship \_\_\_\_\_  
 Work Email Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Inventor 2**                      Lead Inventor?                      Contribution/Royalty Percentage \_\_\_\_\_

Name (First, Middle Initial, Last) \_\_\_\_\_  
 Title \_\_\_\_\_ Institution \_\_\_\_\_  
 College \_\_\_\_\_ Division \_\_\_\_\_  
 Department \_\_\_\_\_ Work Telephone \_\_\_\_\_  
 Work Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Country \_\_\_\_\_ Citizenship \_\_\_\_\_  
 Work Email Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Inventor 3**                      Lead Inventor?                      Contribution/Royalty Percentage \_\_\_\_\_

Name (First, Middle Initial, Last) \_\_\_\_\_  
 Title \_\_\_\_\_ Institution \_\_\_\_\_  
 College \_\_\_\_\_ Division \_\_\_\_\_  
 Department \_\_\_\_\_ Work Telephone \_\_\_\_\_  
 Work Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Country \_\_\_\_\_ Citizenship \_\_\_\_\_  
 Work Email Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Inventor 3**                      Lead Inventor?                      Contribution/Royalty Percentage \_\_\_\_\_

Name (First, Middle Initial, Last) \_\_\_\_\_  
 Title \_\_\_\_\_ Institution \_\_\_\_\_  
 College \_\_\_\_\_ Division \_\_\_\_\_  
 Department \_\_\_\_\_ Work Telephone \_\_\_\_\_  
 Work Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Country \_\_\_\_\_ Citizenship \_\_\_\_\_  
 Work Email Address \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section VI: Department Information

Signatures: Every inventor's department chair and dean should sign to confirm the Institute's (or external entity's) contribution. Attach additional sheets if necessary.

### Department Chair

Department \_\_\_\_\_  
 Name \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Intellectual Property/Technology Transfer Committee Member**

Name \_\_\_\_\_

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

**School Dean**

School \_\_\_\_\_

Name \_\_\_\_\_

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

**Dean of Research**

Name \_\_\_\_\_

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

**Section VII: Inventor Disclosure and Signatures**

This disclosure is made in compliance with the Intellectual Property Rights section of the KGI Faculty Handbook. As an inventor under such policy, I hereby agree to cooperate in the filing of patent applications and to make any assignments of ownership that may be required by KGI.

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

**Section VIII: Frequently Asked Questions**

1. What are the requirements for an invention to be considered patentable?

An invention disclosure should be made when something new and useful has been conceived or developed, or—when unusual, unexpected, or non-obvious research results have been achieved and can be utilized.

2. What is an invention?

Inventions include any discovery, new, and useful process, composition of matter, article of manufacture, design, model, device, 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.

3. What is considered a public disclosure?

Public disclosures can include (but are not limited to) abstracts and presentations at an open meetings (including poster sessions or presentations at KGI), public seminars, posting to a website, shelving of theses, publications in scientific journals, peer-reviewed articles, disclosure to others outside of KGI who have not signed a confidentiality agreement, and the use, sale, or offer of sale of the invention.

4. I am not sure whether I have an invention or not. Whom should I call?

The Intellectual Property/Tech Transfer Committee would be happy to help determine whether it makes sense to submit a formal invention disclosure form or not. Please email [IPTT@kgi.edu](mailto:IPTT@kgi.edu) for more information.