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OFFICE USE ONLY
LU Case # :
Date Received:
Licensing Associate:

LEHIGH UNIVERSITY
OFFICE OF TECHNOLOGY TRANSFER

EMPLOYEE/STUDENT DISCLOSURE & RECORD OF INVENTION FORM

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 purpose of this disclosure form is to permit evaluation of your invention, to determine whether the invention is patentable and to establish whether commercial development is feasible. The invention should be clearly described 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 and later market development.

The remainder of the disclosure covers certain general issues that need to be taken into account with every invention. The first is public disclosure of the invention, because such disclosure places limitations on available patent protection. Non-confidential disclosure of an invention or portions thereof to anyone outside of the University may initiate a one year period within which a U.S. patent application may be filed. The patent laws of most other countries are even stricter; the right to patent protection is lost immediately upon public disclosure unless a U.S. patent application is filed prior to such disclosure. Thus, it is important that invention disclosures be submitted for timely review.

Identification of the financial support used during the development of the invention helps determine whether there are contractual obligations to external research sponsors who provided support.

Another issue the form addresses is the identification of the individuals who contributed to the development of the invention. It is important to note that these individuals may not meet the legal criteria for inventorship. Legal inventorship is determined later by a patent attorney at the time a patent application is filed. The invention disclosure should be dated and signed by individuals who contributed to the development of the invention. A witness, such as a colleague in the department who understands the invention, should also read the invention disclosure and sign the invention disclosure form as "read and understood."

The back of the disclosure sheet or appended sheets may be used if the form space is not sufficient. You may include additional comments that you or the other inventors may have regarding the invention. For Check Boxes () please double click and select appropriate answer. Please submit the completed form to:

Office of Technology Transfer



1. **Title of Invention:**

2. **Brief Description of Invention:**
 ***Be Sure to Include Invention Type: 1)Method/Process 2) Organism 3) Sequence (biological) 4) Software
 5) Compound/Material 6) Device 7) Other***

3. **LU Inventor(s) Information:**

Name(s)	Position Title(s)	College and Department	Phone, Fax and Email
1)			
2)			
3)			
4)			
5)			
6)			

*** Please Identify Primary Inventor & Contact as 1) ***

4. Non-LU Inventor Information (Universities, Companies or Organizations)	Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, Provide Contact(s)	
		1) Name:	1) Name:
		2) Address:	2) Address:
		3) Phone #:	3) Phone #:
		4) E-mail:	4) E-mail:

5. **Participation Agreement**

All royalties payable to multiple inventors, under Lehigh University's Intellectual Property Policy, will be split **EQUALLY** among inventors unless said inventors indicate their agreement for a different royalty distribution. This is done by filling in the distribution percentages below. Please note that inventorship is a specific legal concept that may be determined by a patent attorney later in the invention protection process. The percentages agreed upon herein should add to 100% and may need to be revised later as inventors may be deleted or added as determined by the patent attorney's legal discretion.

I. Under university policy, all inventors will share royalty distributions equally. If Royalty Distribution is to be split equally among said inventors check here

II. If you wish to complete a participation agreement check here and continue below

Inventor Name	Royalty %	Signature (Required)
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____

6. **Funds Exhausted**

I. Provide best estimate on the amount spent to develop the invention to date:
 (e.g. amount of grant funding, donations, etc.)

7. Funding Sources

I. If the invention was created under a research project receiving funding from a government agency, nonprofit entity or a commercial interest, the University may have obligations to report inventions or provide certain rights to the sponsor. Please carefully consider all sources of funds used in the research that led to this invention and provide the requested information below. Please use grant or contract numbers if available.

If no grant funds were used to aid in this invention please check the box below and sign the provided area

I Confirm No Grant Funds Were Used 1) Sign: _____ 4) Sign: _____
 2) Sign: _____ 5) Sign: _____
 3) Sign: _____ 6) Sign: _____

II. Federal Support:

Check all that apply and provide details below.

NIH NSF DoD DoE Other None

Name of Agency	Contract or Grant No.	LU Source No.	Principal Investigator	Title	Project Period Dates

III. Industry Support:

Check all type of relationships and provide details below.

Sponsored Research Agreement SBIR/STTR Gift Other None

Name of Sponsor	Type (SRA, SBIR, etc.) and No.	Title	Project Period Dates

IV. Lehigh University Support:

State/Nonprofit/Foundation Funding: Please list sponsors and provide details below.

Check all that apply and provide details below.

State Provost's Award Start-up Funds Other None

Name of Sponsor	Contract No.	Title	Project Period Dates

8. Material Transfer

I. Were proprietary materials (biological, chemical or physical) obtained from others that were used in the making of the invention? Yes No

If yes, did a Material Transfer Agreement or other document accompany the transfer? Yes No

If yes, name the institution/company involved and attach the document (s):

II. PUBLIC USE:

1) Has a person outside of your laboratory or immediate work group in another academic institution used the invention in any way? Yes No

2) Has any material related to this invention been transferred to a corporate entity? Yes No

If yes to either 1) or 2), was the material transferred under a Material Transfer Agreement? Yes No

Please name the institution/company involved and attach the document(s):

9. Critical Public Disclosure Dates:

I. Has the invention been:

a. Disclosed or presented to others? No Yes If yes, Who/Affiliation/ Date? _____

b. Submitted as an abstract or manuscript? No Yes If yes, Expected Publication/Date? _____

c. Submitted in grant application or report? No Yes If yes, Expected Funding/ Date? _____

d. Published in any form – internet/poster/etc? No Yes If yes, Published/Expected Date? _____

e. Future disclosure of invention details? No Yes If yes, Expected Publication/Date? _____

Note: If the invention has not yet been published or otherwise disseminated, the Office of Technology Transfer should be notified immediately of any releases contemplated in the future.

10. Event Description:

	Date	Location	References & Comments
First description of complete invention, oral or written (<i>conception</i>)			
First successful demonstration, if any (first actual <i>reduction to practice</i>)			

12. **Stage of Development:**

Please check all that apply:

I. **Non-Medical Applications**

Conceptual
Initial data obtained
Reduced to Practice Date: _____
Prototype made Date: _____
Proof of Principle Date: _____

II. **Medical Applications:**

In vitro
In vivo
Clinical Date: _____

II. What materials are available to substantiate dates and describe the invention and its developments?

Laboratory Notebooks Thesis Other
Notes/Memos/Letters Presentations Specify: _____
Reports Programs

13. **Commercial Potential:**

The commercial potential is one of the most crucial sections of the disclosure and is heavily weighted in any decision to proceed with patent applications. Please provide ample information that correctly displays the invention at hand. The more thorough the descriptions the better possibility for the success of the technology.

I. Identify the potential commercial use(s)/application(s) of the invention.

II. Please identify the industry sector(s) in which the invention is most likely to be found.

III. Do you know of any companies that might be interested in this invention? Yes No

If yes, please list. Add industry contact info, web site, etc.

IV. Have you been in contact with any companies regarding this invention? Yes No

If yes, please give details.

V. If possible, please estimate the commercial market for your invention in dollars, together with your rationale.

VI. Please provide a title for your technology and a short non-confidential MARKETING abstract in layman language. This abstract should focus on the market potential or commercial benefits to a potential licensee as opposed to the technical merits of the invention.

VII. Provide an appropriate list of keywords for this technology.

14. Invention Description:

I. General purpose of invention;

Please describe specifically what you consider to be the invention

II. Technical description of invention;

If necessary, include drawings, diagrams, tables, etc. necessary to understand invention

III. Advantages and improvements over existing methods, devices or materials;

IV. Possible variations and modifications;

V. Features believed to be new;

VI. Close or related references;

*** Please provide patents, scientific publications, product brochures, or other publicly available information***

VII. Problem solved (if applicable);

VIII. Possible uses of invention ;

IX. Disadvantages or limitations;

X. Further development in progress or scheduled; Yes No

If Yes, please provide details and if dependent on industry or federal sponsorship

I (We) assign all right, title and interest to this invention to Lehigh University and agree to execute all documents as requested, assigning to Lehigh University our right in any patent application filed on this invention, and to cooperate with the Lehigh University Office of Technology Transfer in the protection of this invention. Lehigh University will share any royalty income derived from the invention with the inventor(s) according to its standard policies. Failure to submit to the Office of Technology Transfer an update to this form to show changes to your address, phone number, email address and/or employment/enrollment status may lead to the forfeiture of royalty income.

_____ Inventor's Signature	_____ Date
_____ Inventor's Name (Print)	
_____ Home Address (Street, City, State, Zip)	
_____ Country of Citizenship	

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_____ Country of Citizenship	

*****Add additional inventor(s) if necessary.*****