

Baylor University

Invention Disclosure

The Office of the Vice Provost for Research (OVPR) works with Baylor faculty, staff and students to identify and protect intellectual property and to manage the process through which inventions are transformed into actual products or services that benefit inventors, the university and society. The purpose of this form is to gather information necessary to determine whether commercial development of your discovery is feasible and whether patent protection, or some other form of legal protection, should be sought. If you're not sure whether or not you have an invention, or whether or not your work is far enough along to file a disclosure, please contact Todd Buchs, Todd.Buchs@baylor.edu Ext. 1690, for a pre-disclosure conference. If you have questions or need assistance as you work through this form, please contact Todd.

Section A: Title of Invention: _____

Inventor Information

Principal investigator (this individual, usually the primary inventor, will serve as OVPR's primary contact to discuss this disclosure): _____

☐ Faculty ☐ Staff ☐ Other _____

College/School: _____ **Department:** _____

Email address: _____ **Phone:** _____

Citizenship: ☐ US citizen ☐ Resident alien ☐ Non-resident alien

Social Security Number _____

Additional inventors: ☐ No ☐ Yes (If "yes" please complete Section V at the end of this form.)

Invention Abstract

Non-confidential Invention Information. Invention title (Please provide a brief, non-confidential title that describes what the invention does, but not how it does it):

(This abstract also should not include any confidential information, but will provide a brief description of what the invention is and what it does, understandable to readers who do not share your expertise. Please report what is new or novel about your invention, what it is that makes it non-obvious to those who do share your expertise, and what practical value it might offer by solving a problem or improving the current state-of-the-art in this field.):

Keywords (terms that will help interested parties find this invention in a searchable database):

Additional Information to be collected during or after Post-Disclosure Interview

Research Support/Funding Information

Related Agreements

Corporate Contacts/Disclosures, if any

Confidential Invention Information

Please attach an editable document to this disclosure that provides a technical description of your invention sufficiently detailed that someone who has expertise in the field could use it to replicate and practice the invention. In your description, please facilitate the review process by describing the state-of-the-art in the field and how your invention improves on state-of-the-art or solves a previously unsolved problem. If available, cite specific publications and/or patents. Be as detailed and specific as possible in describing the invention. Including drawings, tables, figures and photographs can be very helpful in thoroughly documenting the invention, which will be crucial for obtaining adequate patent protection. Report results of any tests that have been conducted. How this invention is better, cheaper, or faster than what is currently available? What new commercial market might it create? Describe as best you can not only how to practice the invention as it currently exists, but also any variations or modifications that your research suggests might be feasible alternatives. Report the extent to which the invention has been reduced to practice.

Research History

Your laboratory notes and other records will be crucial in documenting this invention, from its original conception through proof of concept and reduction to practice. These dates help us establish priority for patent filing. We also need to know if confidential information about the invention already has been disclosed.

Date of conception: _____

Date of experiments for proof of concept/ reduction to practice: _____

Date of prototype or working model (if applicable): _____

Public disclosure:

Publication	___ No	___ Yes	If yes, date: _____
Poster session	___ No	___ Yes	If yes, date: _____
Oral presentation	___ No	___ Yes	If yes, date: _____
Thesis or dissertation	___ No	___ Yes	If yes, date: _____
Website or internet posting	___ No	___ Yes	If yes, date: _____

Please provide a separate copy of any previous public disclosure(s) as an attachment to this disclosure form.

Additional Inventors

Additional Baylor inventors:

Co-Inventor: _____

☐ Faculty ☐ Staff ☐ Other _____

Address: _____

Title or Position: _____

College/School: _____ Department: _____

Email address: _____ Phone: _____

Citizenship: ☐ US citizen ☐ Resident alien ☐ Non-resident alien

Social Security Number: _____

Additional Non-Baylor Inventors

Co-Inventor: _____

☐ Faculty ☐ Staff ☐ Other _____

Organizational affiliation: _____

Address: _____

Title or Position: _____

Email address: _____ Phone: _____

Citizenship: ☐ US citizen ☐ Resident alien ☐ Non-resident alien

Social Security Number: _____

Additional Inventors Continued

Additional Baylor inventors:

Co-Inventor: _____

___ Faculty ___ Staff ___ Other _____

Address: _____

Title or Position: _____

College/School: _____ Department: _____

Email address: _____ Phone: _____

Citizenship: ___ US citizen ___ Resident alien ___ Non-resident alien

Social Security Number: _____

Additional Non-Baylor Inventors

Co-Inventor: _____

___ Faculty ___ Staff ___ Other _____

Organizational affiliation: _____

Address: _____

Title or Position: _____

Email address: _____ Phone: _____

Citizenship: ___ US citizen ___ Resident alien ___ Non-resident alien

Social Security Number: _____

Commercialization

- A. List the names of any companies that may be interested in the technology or are doing similar research and include how your Invention would complement their existing technologies/products. Also, provide the names of any companies (and a contact person, if known) who have contacted you regarding your research related to the Invention.

☐ No company interest known at this time

<u>Company</u>	<u>Previous Contact</u>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

- B. List other Inventors or products that you know would compete with your Invention.

- C. Describe who in the market shall use or have an interest in your Invention and for what purpose

Software Implementation of the Invention

Is the invention being disclosed software, or is software implemented in the invention?

☐ Yes ☐ No

If Yes, describe the implementation of the software completely, using the outline given below.

1. **Scope of Work** [Is the work original? Is it created within the scope of your employment at Baylor University? Please explain the circumstances of program's development]:

2. **Software Developers** [Please list any developers of the software if different from invention]

None ☐

3. **Software Derivation** [If software is a derivative of an existing work, please explain the original work's source and the modification]:

None ☐

4. **Third Party Content** [Identify any third party content or other elements and their source included in the software]:

None ☐

5. **Brief Software Description** [Please characterize how robust and user friendly the work is.]:

Section B: Baylor University Inventor Certification and Assignment

This section is to be completed only by those Baylor University personnel subject to Baylor University Intellectual Property Policy. Non-Baylor Inventors are subject to a separate assignment and must complete Section C. Baylor Inventors who believe they are not subject to the Baylor University Intellectual Property Policy for the Invention described herein must complete Section C.

I/we, the Inventors, hereby certify that the information set forth in this Report of Invention is true and complete to the best of my/our knowledge.

I/we, the Inventors, hereby certify the I/we will promptly advise the Office of the Vice Provost for Research of any commercial interest regarding the Invention described herein.

I/we, the Inventor(s), subject to Baylor University Intellectual Property Policy and not under an obligation to assign intellectual property rights to another party, hereby affirm that in consideration for Baylor University's evaluation of commercial potential and a share of income which I/we may receive upon commercialization of my/our Invention, on the date of my/our signature(s) as indicated below do hereby assign and transfer my/our entire right, title and interest in and to the Invention described herein unto Baylor University, its successors, legal representatives and assigns.

Baylor University Inventor Signature	Typed or Printed Name	Date
Baylor University Inventor Signature	Typed or Printed Name	Date
Baylor University Inventor Signature	Typed or Printed Name	Date
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Section B: Continuation

Baylor University Inventor Signature	Typed or Printed Name	Date
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Section C: Inventor Certification without Assignment

Non-Baylor Inventors must complete this Section

Any Baylor Inventor(s) who believe themselves **not** subject to assignment via the Baylor University Intellectual Property Policy for the specific Invention described herein (e.g. the Invention was made under a consulting agreement or other) must sign below and summarize the reasons for their belief. The Office of the VPR will review this summary and may, depending upon the unique facts of the case, require assignment of the Invention at a future date.

I/we, the Inventor(s), hereby certify that the information set forth in this Report of Invention is true and complete to the best of my/our knowledge.

Inventor Signature	Typed or Printed Name	Date
Exception to assignment via the Baylor University Intellectual Property Policy: <input type="checkbox"/> Non-Baylor personnel, <input type="checkbox"/> Other If Other, please provide details of the exception:		
Inventor Signature	Typed or Printed Name	Date
Exception to assignment via the Baylor University Intellectual Property Policy: <input type="checkbox"/> Non-Baylor personnel, <input type="checkbox"/> Other If Other, please provide details of the exception:		
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Inventor Signature	Typed or Printed Name	Date
Exception to assignment via the Baylor University Intellectual Property Policy: <input type="checkbox"/> Non-Baylor personnel, <input type="checkbox"/> Other If Other, please provide details of the exception:		

Section C: Continuation

Non-Baylor Inventors must complete this Section

Inventor Signature	Typed or Printed Name	Date
Exception to assignment via the Baylor University Intellectual Property Policy: If Other, please provide details of the exception: Non-Baylor personnel, Other		
Inventor Signature	Typed or Printed Name	Date
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Inventor Signature	Typed or Printed Name	Date
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Inventor Signature	Typed or Printed Name	Date
Exception to assignment via the Baylor University Intellectual Property Policy: <input type="checkbox"/> Non-Baylor personnel, <input type="checkbox"/> Other If Other, please provide details of the exception:		

Please submit completed reports to:

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