|  |
| --- |
| **For Internal Use, Only**  Disclosure Number: \_\_\_\_\_\_\_\_\_\_\_  Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



**Invention Disclosure Form**

This form should be completed promptly upon the conception of a potentially patentable invention or discovery.

Please prepare this form with care, it is an important legal document. If you have any questions, please contact the University’s Director for Innovation and Venture Development, Mark Fox, at (419) 372-8717.

* Please send a hard copy of this form, signed by all of the inventors, to: Office of Research & Economic Engagement, 140 McFall, Bowling Green State University, Bowling Green Ohio, 43404.
* Please also e-mail the completed form to: [foxmw@bgsu.edu](mailto:foxmw@bgsu.edu)

|  |
| --- |
| 1. **Invention Description** (Briefly describe the capabilities of the innovation without disclosing specific details) |
| Title: |
| Abstract Description (Brief Non-Confidential Summary): |

|  |
| --- |
| 1. **Inventors(s)** (Primary Contact Person should be listed first) |
| Identify all individuals who have made a material contribution to the conception of the complete and operative innovation as it will be applied in practice.     |  |  |  | | --- | --- | --- | | **Inventor #1** | Name: | Title: | | College: | Department: | % contribution to concept\* | | Work Email: | Campus Phone: | Citizenship: | | Personal Email: | Home Phone: | Home Address: |  |  |  |  | | --- | --- | --- | | **Inventor #2** | Name: | Title: | | College: | Department: | % contribution to concept\* | | Work Email: | Campus Phone: | Citizenship: | | Personal Email: | Home Phone: | Home Address: |  |  |  |  | | --- | --- | --- | | **Inventor #3** | Name: | Title: | | College: | Department: | % contribution to concept\* | | Work Email: | Campus Phone: | Citizenship: | | Personal Email: | Home Phone: | Home Address: |  |  |  |  | | --- | --- | --- | | **Inventor #4** | Name: | Title: | | College: | Department: | % contribution to concept\* | | Work Email: | Campus Phone: | Citizenship: | | Personal Email: | Home Phone: | Home Address: | |
| Inventorship has strict legal meaning under the laws and regulations of the U.S. Patent System. The law specifies that only those who have made independent, conceptual contributions to the subject matter of at least one claim of the patent are inventors. Thus, inventorship of a patent application may change as the patent claims are changed during prosecution of the application. The final determination of inventorship will be made by applying the legal standards of inventorship under the U.S. patent law.  \*Subject to change. Inventor revenue will be shared per the terms of BGSU Patent Policy on this basis, which may be changed upon mutual written consent. |

|  |
| --- |
| 1. **Detailed Description** (Provide a description which is detailed enough to fully explain the invention) |
| General purpose and problem solved by the invention: |
| Unique or novel features of the invention and/or results or benefits of use. |
| Detailed Description: Please submit the detailed description separately as “Attachment A.”  The Attachment should include any data, drawings, sketches, photos, reports, or other related information. |

|  |  |
| --- | --- |
| **4. Record of Invention** | |
| What was the earliest date of Conception: | Location of Conception: |
| **Brief Outline of Circumstances**   |  | | --- | | List (or attach) any drawings, sketches, photos, reports, descriptions, notebook entries, etc. which show or describe the Conception of the innovation: | | If joint Conception, indicate what contributions were made by each inventor. | | |
| 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 in practice. An idea is definite and permanent only when no further experimentation is required and only ordinary skill is necessary to reduce the invention to practice. | |

|  |  |
| --- | --- |
| **5. Reduction to Practice** (Provide information regarding the first successful construction or operation of the invention) | |
| Has reduction to practice occurred?  Yes  No | Date and Location: |
| Have products, apparatus or compositions, etc. actually been made and tested? If “yes”, please elaborate and attach any documentation which shows or describes the reduction to practice of the innovation: | |
| If there was joint development, indicate what contributions were made by each inventor. | |

|  |  |
| --- | --- |
| **6. Outside Sources of Materials** (provide information regarding any material relevant to the invention that was received from an entity outside of the University) | |
| Was any non-commercially available material obtained from others to create this invention? | |
| Please identify the material: | Institution/company involved in the transfer: |
| Did a Material Transfer Agreement or other document accompany the transfer? (please attach any relevant documentation) | |

|  |
| --- |
| **7. Prior Art** (In order to be patentable, an invention must be distinguished over existing art) |
| Is this an extension of your previous work?  Yes  No  If “yes”, please explain further |
| Are you aware of related developments by others?  Yes  No  If “yes”, provide as much information as possible, including copies of any relevant publications, presentations, or patents |
| Explain why the invention is "new", "useful" and "non-obvious" (patentable) to a person of technical training in a related field, and what advantages of the invention distinguish it from prior technology: |
| Why is this technology better than present technology? What are its unusual and novel features? What unique problem(s) does it solve? |
| 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. |

|  |
| --- |
| **8. Commercialization Potential** |
| What products, processes, or services would result from the invention? |
| State of development of the invention at this time. (For example, has it been tested and is it ready for commercial development). |
| Is work on the invention continuing? Are there limitations to be overcome or other tasks to be done prior to practical application? Please attach any test data |
| Estimate of the amount of time and funds necessary to put the invention into condition for sale to the public. |
| What commercial companies may be interested in the invention? |

|  |
| --- |
| **9. Sponsorship** (List all sources that supported the reduction to practice of the invention and provide copies of any grant award documents) |
| **Federal Funds**   |  |  |  | | --- | --- | --- | | Principal Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |  |  |  |  | | --- | --- | --- | | Principal Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |   **Corporate or Private Foundation Sponsors**   |  |  |  | | --- | --- | --- | | Principal Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |  |  |  |  | | --- | --- | --- | | Principal Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |   **Collaboration with Other Institutions**   |  |  |  | | --- | --- | --- | | Principal Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |   **Additional Funding Sources:** |

|  |
| --- |
| **10. Disclosure of the Invention (if any)** (List all public & private presentations or disclosures & attach copies.) |
| **Past Disclosures**   |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |  |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |  |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |   **Planned Disclosures**   |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |  |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |  |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |   **Additional Disclosures:** |
| Public disclosures, especially printed publications (including news reports, presentations, talks. abstracts, papers, theses, and dissertations) can limit the period for filing a U.S. patent application and possibly preclude foreign patents. |

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

|  |
| --- |
| **Signature of All Inventors:** |
| 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 Patent and Copyright policies of Bowling Green State University, 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   |  |  | | --- | --- | | Printed Name: | Title: | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |  |  | | --- | --- | | Printed Name: | Title: | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |  |  | | --- | --- | | Printed Name: | Title: | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |  |  | | --- | --- | | Printed Name: | Title: | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | |