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| NOTICES  |
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| In your Portal Document notices regarding Export Control and/or CUI related will be auto generated here  |
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| Introduction  |
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| Portal Instructions Invention Disclosure forms are important ***legal documents*** and care should be taken in their preparation. The information is submitted pursuant to OSU ***Intellectual Property Policy 1-0202*** and will be evaluated by the Office of Technology Commercialization to determine whether legal protection should be sought for the disclosed invention and/or commercialization pursued. If you require assistance, please contact the Office of Technology Commercialization at (405) 744-5361. **The DOCUMENTS section is located at the end of this form.**  |
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| Invention Details  |
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| Abstract of invention: Provide a brief description of the invention.  |
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| Estimated stage of invention development:  |
| Choose one: \_\_\_ Concept \_\_\_ Proof of Concept \_\_\_ Prototype \_\_\_ Working Model |

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| Inventors  |
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| Inventor InformationList as inventors those individuals who contributed to the conception of the invention*. List Contributors in the REMARKS.* The Lead Inventor (Role Type) will be our primary contact.See our [Who is an Inventor?](https://cowboyinnovations.okstate.edu/for-innovators/inventorship.html) page**.** Conception involves conceiving the means to accomplish the desired result. Thus, persons who actually contributed to the invention by conceiving physical structure or operative steps would be considered inventors. Persons who merely suggested an idea of the result to be accomplished without providing any means of achieving the result would not be considered inventors. Persons who merely acted under the direction and supervision of the conceivers without exercising inventive skill of their own, are not considered to be inventors. Anyone who only participates in testing and evaluation is not an inventor but may be a contributor that can be added to a Contributors list in the REMARKS. Include any inventors who are not employees of OSU. Contact OTC to add them to the Portal.  |
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| Inventors – You will need add the following to the Portal Profile; bold are required |
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| --- | --- | --- |
| Inventor 1 | **Role Type**  | Lead OSU, OSU, or Non-OSU |
| First Name |  | Title |  |
| Middle Initial |  | Citizenship |  |
| **Last Name** |  | Employee No. |  |
| **Department** |  | Gender |  |
| OSU Email |  | Personal Email |  |
| **Work Phone** |  | Personal Phone (c) |  |
| **Work Address** | Stillwater, OK 74078 | Residential Address |  |

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| Inventor 2 | **Role Type**  | Lead OSU, OSU, or Non-OSU |
| First Name |  | Title |  |
| Middle Initial |  | Citizenship |  |
| **Last Name** |  | Employee No. |  |
| **Department** |  | Gender |  |
| OSU Email |  | Personal Email |  |
| **Work Phone** |  | Personal Phone (c) |  |
| **Work Address** | Stillwater, OK 74078 | Residential Address |  |

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| Inventor3 | **Role Type**  | Lead OSU, OSU, or Non-OSU |
| First Name |  | Title |  |
| Middle Initial |  | Citizenship |  |
| **Last Name** |  | Employee No. |  |
| **Department** |  | Gender |  |
| OSU Email |  | Personal Email |  |
| **Work Phone** |  | Personal Phone (c) |  |
| **Work Address** | Stillwater, OK 74078 | Residential Address |  |

Inventor Contribution(1) Enter each inventors' name and after each name describe (2) the nature of the inventor’s contribution & (3) Univ duties and relation to this invention.  |
| Inventor 1 Name:Inventor Contribution & Relation to OSU:Inventor 2 Name:Inventor Contribution & Relation to OSU:Inventor 3 Name:Inventor Contribution & Relation to OSU: |

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| Funding  |
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| Funding SupportWas this invention conceived and/or reduced to practice in the course of work under a grant, contract, research collaboration agreement, or with the use of other University Funds as defined in the Intellectual Property Policy?  |
| Yes/No |
| Funding Support InfoIf Yes, Add as many rows as you need. Provide agency, patron, or collaborative partner information below. REMEMBER to upload copies of the grant or contract in DOCUMENTS.  |
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| --- | --- | --- |
| Agency/Patron/Collaborative Partner | Grant Number | OSU Account Number |
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| Related Agreements  |
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| Related Agreement(s)Was the innovation was part of any agreement including but not limited to: (Agreement Type) Material Transfer Agreement (MTA), Confidential Disclosure Agreement (CDA/NDA), *Sponsored Research* Agreement (SRA), or Consortium, Services Agreement, etc.?  |
| Yes/No  |
| Related Agreement(s) InfoIf Yes, Add as many rows as you need. For Agreement Type enter Material Transfer Agreement (MTA), Commercial Development Agreement (CDA), Sponsored Research Agreement (SRA), Consortium, etc.?  |
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| --- | --- | --- | --- |
| Agreement Type | Company Name | Contact Person/Title | Address |
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| Prior Art  |
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| Is this disclosure related to any previous disclosure(s)?  |
| Yes/No |
| Related DisclosuresIf Yes, Add as many rows as you need. |
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| Disclosure ID | Disclosure Title |
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| Have you published or otherwise publicly disclosed this invention?Consider the invention to have been published or publicly disclosed if enough of the substance of the invention has been disseminated to allow someone skilled in the art to make and use the invention. Publication would include a thesis or abstract (or sometimes even a grant proposal) even if it is not physically distributed to others, when such a document has been indexed and catalogued in a library where it is thus accessible to the public. A publication or public disclosure means a non-confidential disclosure to one or more individuals outside the University community.  |
| Yes/No |
| Public Disclosure InfoIf Yes, Add as many rows as you need. Provide list of when and in what manner (journal article, thesis, abstract, web post etc.), publication(s) occurred. Also include reference to any oral presentations made relating to the invention. Upload publications and presentation in the DOCUMENTS section, below.  |
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| Date | Event |
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| Background Literature/Patents:If you have conducted a literature or patent search, please list in order of relevance publications/products/patents found during your search (provide link to citations, if available) AND provide a one-liner comment on what the citation covers and how your idea is different. Upload non-patent documents and PDFs of website content to DOCUMENTS section. If no search has been conducted, please list keywords/phrases relating to your invention that would aid the Office of Technology Commercialization in conducting a search for existing publications/patents.  |
| Citation:COMMENT:Citation:COMMENT:Citation:COMMENT: |

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| Invention Details  |
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| Invention Detailed DescriptionProvide a detailed description of the invention, including any drawings or sketches necessary for understanding the invention. It is helpful to explain the problem the invention solves, with reference to any prior attempts (successful or unsuccessful) by others to solve the problem. Then explain how your invention works in comparison to the other known solutions and what advantages it provides. If you have a paper, PowerPoint or other presentation, poster, etc., add the text to this field and ***include verbal material that would be presented with the presentation or poster***. Please upload files (preferable editable) to DOCUMENTS below.   |
| Detailed Description  |
| *Paste or type text here, you will copy this text to the Portal field.* |

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| Commercialization Potential  |
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| Are you considering a startup opportunity to commercialize this material?  |
| Yes/No |
| Do you want to participate in NSF discovery through I-CORPS?[business.okstate.edu/i-corps](https://business.okstate.edu/i-corps/)  |
| Yes/No |
| Potential Licensee(s) & Industry Partner(s)Please list potential licensee(s) and industry partner(s) you are aware of with contact information if available.  |
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| What are the advantages of the invention versus present technologies?  |
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| What are the potential commercial applications for the invention/material?  |
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| Additional development neededWhat are the limitations that must be overcome prior to practical application? What additional research or development, if any, is needed to commercialize the invention?  |
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| What are the limitations that must be overcome prior to practical application?  |
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| Controlled Information  |
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| Export & Data ControlOklahoma State University (OSU) has an obligation to implement an export control compliance program to reduce the risk of export control violations. All employees and students must be aware of and are responsible for the export control and implications of their work and must ensure their activities conform to export control and laws and regulations. There are severe institutional and individual sanctions for violations of export control laws and regulations, including the loss of research funding and export privileges, as well as criminal and civil penalties. It is important for the Office of Technology Commercialization to understand if the technology that is the subject of this disclosure is controlled by export regulations.  **VERIFY QUESTIONS*** **Does this innovation involve or might it be employed to design, develop, produce, stockpile, or use:**
	+ High performance computing or encryption technology?
	+ Nuclear materials, explosive devices, chemical or biological weapons, or missiles?
	+ Satellites or other space-related technology?
	+ Military intelligence or defense-related hardware, software or technical data?
* Are there any restrictions on publication of the information generated in the course of the research that led to this innovation, beyond a brief review (< 90 days) for patent protection and/or inadvertent release of a third party’s proprietary info?
* Are there any restrictions on participation in the underlying research by citizens of a foreign country (including students)?
* Have you received information identified as export-controlled from a third party relative to this innovation or the underlying research?
* Is your innovation or the underlying research covered by an IBC (Institutional Biosafety Committee) protocol?
* Do you have any other reason to believe that your innovation might be export-controlled?
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| Export Controlled? If you answered Yes to any of the above, answer Yes here. |
| Yes/No |
| Export Control DetailsIf Yes, indicate which of the question above are true *and* provide details as to how they apply  |
|  |
| CUI?Is this disclosure or any of the uploaded document related to CUI? If Yes, please (1) Add (CUI related) to the title and (2) ensure you are following CUI restrictions, redactions, and markings per your agency.  |
| Yes/No |

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| Documents  |
| Upload all documents (this document and prior art that are not patents) to the Portal. The Portal will list them here |
| Documents  |
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| File Name |
| OSU Innovation Portal Prep Doc – General.**docx** |

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| Subscribers  |
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| Associate Dean of Research ReviewPlease list your respective Dean or Associate Dean of Research who will sign off on the Invention Disclosure.  |
|   You will need their name and address to add them to the Portal |

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| Remarks  |
|  |
| Remarks Enter comments or information not entered above like Contributors you want to receive royalties, upcoming deadlines or questions.  |
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| Comment |
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| OFFICE USE ONLY  |
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| Track your invention disclosure's progress in the areas below updated by the OSU Office of Technology Commercialization once the invention disclosure has been accepted. |

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| Technology  |
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| Patents  |
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| Inventors and the ADR will sign your disclosure via the Innovation Portal  |
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| Inventor Terms--In accordance with the OSU Intellectual Property Policy 1-0202, acceptance of which is required by University policy as a condition of employment, appointment, and/or enrollment with the University, I hereby assign and agree to assign all right, title, and interest in the disclosed invention(s) to the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, such assignment to include without limitation all patents and copyrights covering said invention(s).  |
| In accordance with the OSU Intellectual Property Policy 1-0202, acceptance of which is required by University policy as a condition of employment, appointment, and/or enrollment with the University, I hereby assign and agree to assign all right, title, and interest in the disclosed invention(s) to the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, such assignment to include without limitation all patents and copyrights covering said invention(s). |
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| ADR Terms –I approve this disclosure for consideration by the Technology Commercialization and the University IP Screening Committee (UIPSC). |
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