

DISCLOSURE FORM GUIDE

Please use this template as a guide to gather the information needed to complete the online Invention Disclosure Form. The online form does not allow for saving and returning at another time, so please read this guide thoroughly before starting the online form.

Please note: Most fields are required in order to be able to submit the form. All questions required are marked in this guide with an *.

Please indicate the number of Contributors. The lead contributor is listed at the beginning of the form while the remaining contributors will be added at the end of the form.

Lead Contributor

- *Last Name / *First Name / Middle Name
- *Country of Birth / *Country of Citizenship
- *Primary Email Address / *Alternate Email Address (other than your rpi.edu address)
- *Private/Primary Address / City / State / Zip (requirement for filing a patent application)
- *Primary Telephone
- Alternate Address / City / State / Zip
- *Work was conducted at?
- *In what Division? (School of Engineering, School of Science, etc...)
- *In what department? (Biology, MANE, etc...)
- *Is this contributor Faculty, Staff, Student, etc...
- *RPI Identification # (RIN)
- *Is this part of Inventor Studio? If so, what term/year? (Spring 2016, etc...)

Non-RPI Contributors Only – *Please provide the Company/Institution Name & Address, Tech Transfer Contact Name, #, and Email Address.

***PLEASE NOTE: A Primary AND an Alternate Email Address are required. If only one email, please enter the email in both fields.**

1. ***INVENTION TITLE** - Use a brief descriptive title to aid in identifying the technology.
2. ***DESCRIPTION OF INVENTION** - Briefly describe your invention. (How have you overcome the problems with the current method/system/device?)
 - 2.1 ***Rationale** - Why did you come up with this innovation or conduct the research that lead to your invention?
 - 2.2 ***Novelty** - What is the unique part of your invention? Distinguish your invention from what is already known.
 - 2.3 ***Purpose** - What advantages over current technology does your invention possess?
 - 2.4 ***Limitation** - Does the invention have any problems or limitations of its own? Can they be overcome? How?

2.5 *Utility - What are the possible applications of the invention? Are there any other uses that might be realized in the future?

2.6 *Has this invention been reduced to practice?

3. DATE OF CONCEPTION AND PUBLIC DISCLOSURE

3.1 *Date of Conception

3.2 *Have you previously disclosed? If yes, Date of First (previous) Public Disclosure

The following 2 questions will only be visible on the online form if you answer yes to 3.2. If you answer yes, the questions will be required.

3.2.1 *Title of Publication / Presentation

3.2.2 *Journal Name/Audience of Presentation - Please identify any disclosures, either written or oral, of the invention that you have already made to others.

3.3 *Do you plan to disclose in the future? If yes, Date of Future Public Disclosure - Do you intend to disclose the invention publicly in the near future?

The following 2 questions will only be visible on the online form if you answer yes to 3.3. If you answer yes, the questions will be required.

3.3.1 *Title of Publication / Presentation

3.3.2 *Journal Name/Audience of Presentation - Please identify any disclosures, either written or oral, of the invention that you plan to disclose.

3.4 Proposed Technology Development Timeframe

****If you are planning to publicly disclose in the next 14 days, please contact Sherri Dente via email: dentes2@rpi.edu.***

Public disclosure of an invention prior to filing a patent application can adversely affect patent rights.

4. FUNDING INFORMATION - Please identify all agencies, organizations, or companies that provided funding to the research that led to the conception of the invention. Obligations of the research sponsor(s) will have to be met if patent protection and/or licensing of the technology is pursued. Please supply the below information for each Funding Agency.

*The online form will ask how many funding sources were used. Depending on the number you select, the following questions requiring information are marked with an *. Please provide as much information as you can to help prevent unnecessary delays.*

- 4.1 ***Name of Agency** - NSF, NIH, DOE, RPI Internal Fund, etc...
- 4.2 ***RPI Reference #** - This usually begins with a J (J12020) / A (A12323) / etc...
- 4.3 **Agency's Contract/Award #** - This is the # on the Contract (DE-123-RF-012345, etc.)
- 4.4 **What is the funding amount?**
- 4.5 **Who is the Principal Investigator?** – Please provide first and last name.

5. COMMERCIALIZATION AND ENTREPRENEURSHIP

- 5.1 ***What companies do you believe would be interested in commercializing the invention?**
- 5.2 ***Have you worked with/been approached by any companies regarding the invention?**
- 5.3 ***Identify similar products by names and manufacturers.**
- 5.4 ***Can this technology be licensed to a start-up company?**
- 5.5 ***Are you interested in forming a start-up company?**

5.6 ***MARKETING ABSTRACT** - Please provide a brief, non-confidential, practical, marketing abstract of the invention. Note this abstract is intended for marketing purposes under non-confidential situations. Do not include anything that would allow someone to practice the invention or that may be a claim in the patent application. Describe the problem solved and advantages of this technology over existing technologies.

6. SIGNATURE THRUST - KEYWORDS - OTHER– List keywords associated with your invention's corresponding Signature Thrust(s).

- 6.1 Biotechnology and the Life Sciences
- 6.2 Computational Science and Engineering
- 6.3 Energy, Environment, and Smart Systems
- 6.4 Media, Arts, Science, and Technology
- 6.5 Nanotechnology and Advanced Materials
- 6.6 Does this disclosure include biological matter? If yes, Please attach a list of materials for reference
- 6.7 Is this a green/clean technology? If yes, please describe

7. SOFTWARE DEVELOPMENT – Does your invention include software? If your invention involves or includes software, please answer the following questions.

If 'No' is selected, the following questions will not appear on the online form. If you select yes, all questions are required.

- 7.1 ***Is the software standalone? If not, list associated software that is required for the invention to work.**
- 7.2 ***What is the purpose of the software?**

7.3 *Is the software an improvement of existing software? Has a license been obtained on the existing software? Provide details.

7.4 *Are there any third party rights associated with the invention of the software? Describe.

7.5 *What language is the software developed in? If published, give nation of first publication.

7.6 *Is the software a proof-of-concept, a demonstration, prototype or fully functional end user version? If completed, what year.

7.7 *Is there a User Manual?

7.8 *Has the source code for the program been disclosed to anyone other than the named developers?

7.8.1 *If yes, Please identify the persons who received the source code and the circumstances, terms and conditions of the disclosure

7.8.2 *Were all such disclosures made subject to a confidentiality agreement?

8. **CONTRIBUTOR INFORMATION** –Please review the following definitions, and provide the information for each contributor associated with the invention.

8.1 Contributors - An inventor, creator, or contributor, as used herein, is an individual who has conceived or provided an essential element of the invention, either independently or jointly with others, during the evolution of the technology concept or its reduction to practice.

8.1.1 *RPI Contribution- With respect to the concept of the invention, in detail, what did the Rensselaer contributors contribute?

8.1.2 *Non-RPI Contribution - With respect to the concept of the invention, in detail, what did the non-Rensselaer contributors contribute? (include dates)

8.2 Please provide the following information for RPI and Non-RPI contributors.

****Please indicate whether each contributor is RPI or Non-RPI**

8.2.1 *Last Name

8.2.2 *First Name

8.2.3 Middle Name

8.2.4 *Country of Birth

8.2.5 *Country of Citizenship

8.2.6 *Primary Email Address

8.2.7 *Alternate Email Address (other than your rpi.edu address)

8.2.8 *Private/Primary Address / City / State / Zip (requirement for filing a patent application)

8.2.9 *Primary Telephone

8.2.10 Alternate Address / City / State / Zip

8.2.11 *Work was conducted at?

RPI Contributors Only

8.2.12 *In what Division? (School of Engineering, School of Science, etc...)

8.2.13 *In what department? (Biology, MANE, etc...)

8.2.14 *Is this contributor Faculty, Staff, Student, etc...

8.2.15 *RPI Identification # (RIN)

8.2.16 *Is this part of Inventor Studio? If so, what term/year? (Spring 2016, etc...)

Non-RPI Contributors Only – *Please provide the Company/Institution Name and Address, Tech Transfer contact name, #, and email address.

9. INVENTOR COMMENTS

***In addition to completing the online Invention Disclosure Form, please email a full enabling description of this invention, placing the invention title in the subject line, to: otc@rpi.edu**