

Instructions and Guidance for Completing the Technology Disclosure Form

Completing a technology disclosure form

Completing and submitting a technology disclosure form to ICO gives IU a record of the date of your disclosure, but it does not provide any legal protection for intellectual property.

You may complete the form online using Sophia, which will guide you through the sections form, or you may complete a downloadable version of the form. This form is a protected Microsoft Word form. Simply tab or use your mouse to move between form fields. Each field will expand as you type. Please make your responses brief but complete, and include as attachments any other files (e.g., PowerPoint presentations, draft manuscripts, proposals or white papers and copies of relevant lab notebook pages) that help describe your disclosure more fully.

Section guidelines and instructions

1. **Title:** Use a brief descriptive title to help identify the technology, but that does not disclose details that might enable others to reproduce the technology.
2. **Inventors/Creators:** Please provide the names, addresses and citizenship for all potential inventors/creators. This will be required by the patent office if patent applications are filed. Note: IU inventors/creators will need to sign the form. Inventors/creators who also have appointments with the VA and/ or the Regenstrief Institute should indicate this.
3. **Non-IU inventors/creators:** Please also include the names of any non-IU inventor (e.g., collaborator from another institution or organization, or visiting scientist). We may have contractual obligations with another organization and may need to put in place an appropriate agreement to handle jointly-developed and jointly-owned intellectual property.
4. **Undergraduate students:** include the names of undergraduate students and provide details regarding their involvement.
5. **IU Labs/resources:** Please identify specific labs and resources used to develop the invention (e.g., specific labs associated with researchers, core facilities).
6. **Any materials/equipment supplied by a third party?:** We will need to know if any aspect of the information was based on, or made possible by, the use of proprietary materials, special techniques or equipment supplied by a third party, a company or other institution. These may be the subject of sponsored research agreements (SRAs) or Material Transfer Agreements (MTAs) for which there may be contractual obligations.
7. **Grant funding:** Please list sources of funding (e.g., an NIH grant, NSF grant, or an external company/institution/foundation. This could also be a sub-contract we received from an institution. There may be reporting requirements and other contractual obligations associated with the funding.
8. **Publication activities:** If you work has been published, presented, demonstrated, offered for sale or otherwise shared with third parties, including described in a submitted grant application, provide details, including dates.
9. **Conception/disclosure:** Please provide dates and details, to the best of your knowledge, of when you first thought of the idea/solution, when you documented it, where you documented it, and when any experiments were carried out. Preferably, this information is in your lab notebook, with key entries witnessed (signed, dated) by someone who is not an inventor/creator of the described technology. Copies of any records should be attached to this disclosure form.
10. **Type of Technology/IP:** Please indicate the type of technology using the check-boxes provided.

11. **Abstract/brief summary:** Give a brief, high-level overview of the invention's concept and chief objective(s) or purpose(s).
This should not contain any confidential information about the technology but should serve to provide an overview of the technology, and its impact/commercial potential – how you see the technology being of use. This information may be used in creating marketing materials to share with companies interested in sponsoring research or licensing the rights to the technology and associated intellectual property.
12. **Introduction/context:** Put your technology into context. Describe the field(s) your technology pertains to, the problem (or unmet need) that exists or needs to be solved, and the developments that led to your technology.
13. **Detailed description:** The description should be sufficiently detailed such that a peer reviewing the work would be able to understand, make and use the technology. The level of information should be akin to that you may provide in a draft manuscript for publication. You may wish to attach to the disclosure additional documents such as draft manuscripts, presentations and the like that fully describe the invention, while providing a bullet-point list of the key technological/inventive aspects features in the form itself.
14. **Figures and description:** For any attachments to the disclosure form (lab book pages, presentations, draft manuscripts, white papers, grant proposals etc.), please list them along with a one-line description of each file.
15. **Novel Aspects:** Please list all points of novelty that distinguish your technology from existing technologies.
16. **Benefits and Advantages:** What advantages does your technology have over existing products, processes or services? Examples could include biocompatibility, improved efficiency, longer lasting, tougher, or other appropriate metric of relevance to the particular technological field. Try to quantify where possible.
17. **Status:** what is the stage of development? This will help us to understand the time and potential path to market.
18. **Commercial potential:** How do you envision companies using your technology (e.g., new/improved products, processes)?
19. **Interested companies:** Please list the names of any companies, investors and/or entrepreneurs who may be interested in the technology, along with any contact information if available.
20. **Related publications:** Please provide copies of any papers, presentations, patent documents, and any other material (e.g., website information) that you reviewed or relied on in developing the technology.
21. **Certification and acknowledgement.** By submitting the form, you agree with the statements in this section. Our office will obtain the signatures of IU inventors/creators electronically.

Attorney-Client Privileged Communication: The information in this Technology Disclosure Form is confidential and should not be disclosed to persons outside the organization or to persons not requiring access to this information.