



Technology Disclosure Form PRIVILEGED AND CONFIDENTIAL	ICO Use Only	
	Tech ID:	Date Received:
	ICO Reviewer: Select from List	

Title of the Invention: (should be brief, non-confidential and descriptive)

Potential Inventors/IP Creators: (subject to legal review) *If more than four, please use "additional inventors/creators" document as required. List all potential inventors/creators. Only IU inventors/creators should sign this form.*

Full Name		Position/Title	
School:	Department/Division:	Center:	
Email Address		Alternate email address	
Residential address:			Citizenship:
I have an appointment or affiliation with (check all that apply): the VA <input type="checkbox"/> IU Health <input type="checkbox"/> the Regenstrief Institute <input type="checkbox"/>			
<input type="checkbox"/> External Collaborator: Company/institution:		<input type="checkbox"/> Visiting researcher: home institution:	

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<input type="checkbox"/> External Collaborator: Company/institution:		<input type="checkbox"/> Visiting researcher: home institution:	

Which of the above should be the primary contact for correspondence?	
Are any IP contributors listed above undergraduate students? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, provide details)	
University Lab(s)/resources used to develop this technology:	
Are there any third-party agreements associated with this disclosure (e.g., sponsored research agreement, collaboration agreement, material transfer agreement, confidentiality agreement, software license)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, provide details)	



Federal Grant/Contract or Subcontract Funding

Was the invention conceived or first actually reduced to practice in the performance of work funded, in whole or in part, by any or federal, industry, foundation or other grant(s), contract(s) or subcontract(s)? (If Yes No yes, list below)

Sponsor(s)/Agency(ies):	Grant/Contract Number(s):	Principal Investigator:

Publication, Public Disclosure & Other Activities:
Please note any prior and pending publications, disclosures and other activities related to or involving the disclosed technology (whether by you or a third party) can adversely affect patent rights in any invention.

Has the invention been described in any publication(s) (including abstracts)? Yes No

Name of Publication, journal or website: _____

Date of each publication: _____

Has a manuscript describing the invention been submitted for publication? Yes No
If yes, has it been **accepted** for publication at this time? Yes No

Has a description of the invention appeared online (including conferences and abstracts)? Yes No

Was a grant application describing the invention submitted for review? Yes No

Was the invention disclosed publicly, such as in a poster session, presentation or lecture or thesis defense? Yes No

Was the invention or any derivative product sold, offered for sale, or used in public? Yes No

Have you discussed this technology with anyone outside of IU? Yes No

Are any of the above disclosures or activities contemplated in the near future? Yes No

If yes to ANY of the above, please provide details:

If the answer to any of the above questions is YES, please provide detailed information, including any relevant dates, and attach any grants, abstracts, manuscripts, articles, presentations, etc. Please keep us informed of any future submission or acceptance for publication or other possible disclosure of any manuscripts, abstracts or oral presentations describing the invention.

Conception/Disclosure: (Conception is defined as: "the act of forming a general idea or notion".)
Please provide to the best of your knowledge. If you are not unsure, we can discuss this with you.

Date of conception of discovery: _____

When was the discovery first documented? _____

Date of first disclosure to another at IU: _____

Date of first experiment demonstrating discovery: _____

Where is the discovery documented? _____

If the discovery or a significant aspect of the discovery is not supported by written records, briefly describe how the date of discovery can be established and identify earliest written record:

Type of Technology/IP:

- | | | |
|--|---|---|
| <input type="checkbox"/> Biotechnology/Life Sciences | <input type="checkbox"/> Engineering & Physical Sciences | <input type="checkbox"/> Software/Computing/Informatics |
| <input type="checkbox"/> Therapeutics and Devices | <input type="checkbox"/> Arts/Humanities/Education & Creative Works (copyright) | <input type="checkbox"/> Other (please specify) |



Abstract/Brief Summary of the Technology:

Please provide a brief non-confidential summary of the technology. This should be one of two paragraphs in length, providing an overview of the technology and its impact/commercial potential.

Introduction/Background of the Invention:

Give context to the technology. Describe the field(s) to which it pertains and the developments that led to the technology.

Detailed Description of the Technology:

Give a thorough description of the technology as well as how it is made/executed and used. The description should be so detailed that a person skilled in the field would be able to make and use the technology as a result of reading about it. Please be as clear, exact and thorough as possible in your description, and please be sure to clearly identify which element of your research is “the disclosed technology.” Attachments describing the technology more fully may be attached to the disclosure form and used in lieu of this section, with a high level “bullet point” list of key aspects of the invention provided here.

Figures and Descriptions:

If you wish to submit documents, presentations, figures, charts or other supporting materials (for example, copies of lab notebook pages), please list them here with a brief (one-line) description of each file and include them with this disclosure.

Novel Aspects of the Technology:

Specifically identify those properties of the technology (or the process by which it is made or used) that are novel and that distinguish it from existing technologies.

Advantages Over Current Technology and Impact:

Please identify the technology’s advantages over existing alternative products, processes or services.

Status:

What best describes the stage of development of this technology: conceptual, proof of principle, prototype or bench scale?



Commercial Potential:

Please describe the technology's commercial potential, in terms of potential products and services, and describe its competition/available alternatives.

Per IU Intellectual property policies UA-23 and UA-24, the inventor/creator's share of "Net Revenue" received by IU from IP commercialization is divided equally among all inventors/creators unless all inventors/creators agree in writing to a different revenue sharing distribution. Please contact ICO if the inventors/creators wish to enter into a different sharing arrangement.

Which Companies or Investors are most likely to be interested in this technology?

Please list any companies, investors or entrepreneurs who you think may be interested in your technology, including contact information (e.g., name, email) if available. If you are not sure, we may be able to identify potentially interested parties.

Company	Contact information (if known)

Related Publications:

Please list any papers, patents and other published material that you are currently aware of that either relate to your technology or describe similar technology. This may include your own work, or work from other third parties. Please include links and/or submit copies of the publications when possible. (add supplemental sheet if necessary).

Certification and Acknowledgement: (for IU contributors only).

Please use "additional inventors/creators" document as required. By submitting this disclosure you agree to the following:

I certify that the information contained in this Technology Disclosure Form is true, accurate and complete. I hereby acknowledge and agree that the Trustees of Indiana University ("IU") owns all rights, title, and interest to the discovery and intellectual property disclosed herein pursuant to IU Intellectual Property Policies UA-23 and UA-24 (hereafter the "IU IP"). I hereby assign all rights, title and interests in and to the IU IP, including any patent applications or copyrights therein to IU.

If IU elects to seek or pursue other appropriate protection for the IU IP described in this disclosure, then I agree to execute any and all documents as may be required for such purpose, including but not limited to (1) an assignment of the IU IP (and associated intellectual property rights therein) to IU, (2) a declaration as to inventorship or authorship, and (3) a power of attorney. I understand that IU will adhere to the terms of Intellectual Property Policies UA-23 and UA-24, as amended from time to time, and will distribute any proceeds from licensing or assigning the IU IP in accordance with such policies.

If it is determined that I am an inventor or author of the IU IP, I acknowledge that IU will need my contact information to facilitate intellectual property protection and any potential commercialization of the IU IP. I agree to promptly provide IU with any changes to my contact information. I acknowledge that failure to provide current contact information may affect IU's ability to prosecute and/or commercialize the IU IP and my ability to share in any commercialization revenue.

Please submit the completed form, along with any attachments, to the Innovation and Commercialization Office (ICO) via email to invent@iu.edu.

We will obtain your signatures for the Certification and Acknowledgement electronically. Please contact us at invent@iu.edu if you have questions regarding the disclosure process. <https://research.iu.edu/innovation-commercialization/>

**Instructions and Guidance for Completing the Technology Disclosure Form**

This 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.

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 your 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.