

INVENTION DISCLOSURE – PREVIEW FORM

Date received in IPO _____
(for office use only)

Internal ID# _____
(for office use only)

This form should be completed electronically, saved to your hard drive, and e-mailed as an attachment. The software appendix should be included only when disclosing a software-related invention.

CHECKLIST FOR COMPLETING THIS DISCLOSURE:

1. **Review and Complete the Disclosure Guidelines** attached for each Section as necessary.
 2. **Review Invention Disclosure for completeness of responses.**
 3. **Submit all signed Assignment of Invention Rights forms** for inventors provided in Appendix A.
 3. **Complete:** This Disclosure contains a total of 4 printed pages and ____ pages of attachments.
 4. **Submit** the completed electronic form, preferred, or one original hard copy with all attachments to: jimpetell@mail.und.nodak.edu or **Technology Transfer and Commercialization, Box 7095.**
 7. **Each Invention retains a copy** of Invention Disclosure and Appendices for their records.
 8. **Any questions;** contact Technology Transfer and Commercialization at 777-6772.
-

1. TITLE OF INVENTION (descriptive – process / method or composition):

2. PRIMARY INVENTOR(S): Signatures of all listed Primary Inventor(s) are required in Appendix A.

Inventor & Primary Contact:

Name: _____ Position/other title(s): _____
College _____ Department _____
Campus/Work Address (St.) _____ Room No. _____ Zip Code _____
Office Telephone _____ Fax No. _____ Email _____

Inventor & Co-Primary Contact:

Name: _____ Position/other title(s): _____
College _____ Department _____
Campus/Work Address (St.) _____ Room No. _____ Zip Code _____
Office Telephone _____ Fax No. _____ Email _____

3. PUBLIC DISCLOSURE EVENTS: Accurate information is essential because prior disclosures may affect the chances of securing patent rights. Please carefully consider all events relating to your Invention that fall into the categories below (if none, so state). Attach additional sheets if necessary.

Public Disclosure: published abstracts and publications or meetings and presentations	<u>DATE</u> (estimated [E] or documented [D])	<u>COMMENTS</u> (e.g. Who involved? Place where it occurred? Confidentiality Agreements in place at time? Name of Journal/Conference)
a) Any public disclosures in the past?	E	
b) Any planned in future, when?	E	

4. DETAILED DESCRIPTION OF THE INVENTION (Limit to form, add figure drawings if necessary):

a) Application or objective of your invention: Develop commentary to address the following four questions.

- (1) What does the process, device and/or composition do?
- (2) How does it do it?
- (3) What problem does it solve?
- (4) Why is it new or an important over other inventions, products or research findings?

4. DETAILED DESCRIPTION OF THE INVENTION (Limit to form, add figure drawings if necessary):

APPENDIX A: ASSIGNMENT OF INVENTION RIGHTS

Name: _____

University of North Dakota Identification Number (NAID or EMPLD): _____

In consideration of:

- my continued, present and/or future employment at the University of North Dakota (hereinafter "Institution"); and/or
- my status as a graduate student at the Institution; and/or
- my participation as faculty, student, volunteer, trainee or staff in research or in an investigation performed at the Institution; and/or
- opportunities made or to be made available to me to make significant use of the Institution funds or facilities; and/or
- opportunities made or to be made available to me to share in royalties and other inventor/author rights outlined in the Institution's Intellectual Property Policy

I hereby agree to abide by all provisions of the University of North Dakota's Intellectual Property Policy which are hereby incorporated by reference and I hereby agree:

- A. To comply with the Institution's Intellectual Property Policy which applies to all Inventions made by the Institution's faculty, staff, students, trainees, volunteers or others if such Inventions are:
 - i) the result of research performed by or under the direction of any faculty member, staff or student, the cost of which was partially or wholly paid for with funds under the control of or administered by the Institution and/or
 - ii) the result of an investigation by the faculty, staff, students, trainees, volunteers or others utilizing the Institution's facilities, laboratories or other resources available to such faculty, staff, students, trainees, volunteers or others because of their status within the Institution.
- B. To disclose promptly to Technology Transfer and Commercialization, full information concerning intellectual property, inventions, discoveries or know-how (hereinafter "Invention") that may be made in the course of any such research, investigation or training program;
- C. To assign to the Institution or its designee all of my rights, title, or interest to such inventions, discoveries, know-how, patent applications, patents, certificates of Plant Variety Protection, or the like;
- D. To execute all necessary papers and otherwise provide proper assistance at the Institution's expense, during and subsequent to the period of my Institution affiliation, to enable the Institution to obtain, maintain, or enforce for itself or its nominees, patents, or other legal protection for such Invention;
- E. To prepare and maintain for the Institution adequate and current written records of all such Inventions; and
- F. Upon request, to deliver promptly to the Institution copies of all written records referred to in Paragraph E above as well as all related memoranda, notes, records, plans, or other documents.

This agreement may not be modified or terminated, in whole or in part, except in writing, in which case it will be signed by an authorized representative of the Institution. Rights and obligations under this agreement shall survive any termination of enrollment or employment at the Institution.

Signature: _____
(Please sign in blue ink)

Date: _____