

TC staff use only

**Case Number:**

### INTELLECTUAL PROPERTY DISCLOSURE FORM

CONFIDENTIAL – UNIVERSITY OF MINNESOTA TC USE ONLY

### Time-Sensitive Material, Please Expedite

**All documents submitted to Technology Commercialization (TC) are treated as confidential, including technical and personal information submitted within this Intellectual Property Disclosure Form.**

This form should be used for reporting:

Inventions that can be protected under patent laws, including: Compositions; Methods and processes; Machines, medical devices; Algorithms; Plants; and;

“Works of Authorship”: that can be protected under copyright laws, including: Software, Applications (“Apps”); Testing materials; Analytical profiles; Designs; and Architectural plans.

The questions in this form are designed to assist you in the disclosure process. Please fill out every section as completely as possible as it pertains to the intellectual property you are disclosing.

If you require more space for your disclosure, attach additional disclosure materials as needed to this document or send as attachments in the e-mail message you send with this document.

You may also contact the Technology Portfolio Manager for your unit to answer questions regarding intellectual property or the completion of this form.

Send the completed form and all attachments via e-mail to Technology Commercialization at umotc@umn.edu.

*Start here:*

**1. Intellectual Property Title.**

1.1 Intellectual Property Title – *Title must be short, simple and non-confidential.*

**2. Intellectual Property Description.**

2.1 Summary of the intellectual property. – *Please attach any drawings, figures, graphs, supporting manuscripts, posters, abstracts, presentation slides, etc. that would assist TC in understanding the intellectual property.*

2.2 What are the essential elements of this intellectual property that need to be protected? *Examples – new methods of use, medical device design, chemical structures, research tools, works of authorship, design schematics, software code, presentation materials etc.*

2.3 What existing problem(s) does this intellectual property solve?

2.4 How are these problems currently addressed by others? What makes this intellectual property different and better compared to the solutions or approaches used by others?

2.5 What are the commercial or other applications of this intellectual property? What products or services could be based on this intellectual property?

2.6 What is the stage of development of this intellectual property? *Examples – working prototype, beta tested, scripted, in vitro/in vivo data, pre-clinical data, clinical data, etc.*

2.7 What plans are being made for advancing this intellectual property? Is funding in place to do so? *If possible, explain what additional development steps would be required to make this intellectual property ready for commercialization.*

**3. Funding Sources.** Please list all sources of funding related to the conception and development of this intellectual property (include federal (e.g. NIH, NSF, USDA, VA, etc.) and non-federal (e.g. foundation, industry sponsored, gifts, etc.).). **It is important that this information is accurate and complete because sponsors may have certain rights in the intellectual property. If no funding was used, write “None” in the table. Please provide PDF copies of any Notice of Grant Awards (NOGA’s) when you submit this disclosure.**

For NIH and NSF funded disclosures the “Sponsor Award #” should be edited to follow the given formatting:

● NIH grant numbers must contain a 2-letter prefix and 6-digit number (“0”s preceding if necessary). Example: R01-HL83880 should be depicted as HL083880

● NSF grant numbers must contain 3-4 alpha, “-“ (dash), 7 numeric digits, e.g., DGW-1069104

Following these guidelines will help our office correctly identify the source of funding when reporting to the government and filing patent applications.

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| **Sponsor** | **Sponsor Award #** | **Primary Project:**  **(OR EFS Chart-string #)** |
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**4. Third Party Materials/Data/Software**. Were any materials or software (biological chemical, material, code, data, content, images, etc.) acquired from a 3rd party (lab or company) incorporated into or used in the creation of the invention?

Yes

No

If yes, please describe the Material/Software/Data, the source, a brief summary of how/why it was used or incorporated, and a reference to any agreements. **Please provide PDF copies of any agreements when you submit the disclosure.**

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| **Material/SW/Data** | **Source** | **How/why used?** | **Agreement # or Open Source License** |
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**5. Human Derived Materials**. Does the invention include any human-derived biological materials?

Yes – IRB Protocol Number or source of materal:

No

**6. Public Disclosure or Public Use/Sale.** List the titles and dates of all possible public disclosures of the intellectual property (past or future, internal or external) and attach copies of published or submitted versions. This request includes internal university disclosures as well. The public disclosure date is the date the material was or will be available to others.

**IMPORTANT**: Please inform TC of any changes in public disclosure dates.

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| **Papers (including manuscripts, letters, and abstracts):** | **Date:** |
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| **Presentations and posters:** | **Date:** |
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| **Other public disclosures:** | **Date:** |
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| **Public or commercial use/sale description:** | **Date:** |
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**7. Contributors.** Please list all individuals who contributed to the invention, including: students, post-doctorates, scientists and non-University of Minnesota personnel. “Inventorship” will ultimately be determined by an attorney in accordance with the laws applicable at the time of intellectual property protection. If there are more than eight contributors, please attach an additional sheet with the following information for each contributor.

The Principal Investigator should be the first contributor listed; this person will be the primary contact for additional information and for all correspondence**.**

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| Full Legal Name: |
| UMN Department Name: |
| E-mail Address: |
| Phone: |
| UMN Employee Status **at time of invention** (check):  Full time  Part time  Unpaid  Grad student  Undergrad student  Employed elsewhere  Where? |

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| E-mail Address: |
| Phone: |
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| E-mail Address: |
| Phone: |
| UMN Employee Status **at time of invention** (check):  Full time  Part time  Unpaid  Grad student  Undergrad student  Employed elsewhere  Where? |

**8. References/Literature.** Please attach a list of any known background publications or published technical material such as patents, commercial literature, or scientific articles relating to this intellectual property. If any of these references are not readily available, please include copies with your disclosure.

**9. Industry or Other Contacts for Commercialization (Optional).** Please provide the names and contact information for any contact(s) with whom an TC representative could discuss the commercial possibilities for this intellectual property.

**10. Additional Information or Comments (Optional).**