

**OHIO UNIVERSITY TECHNOLOGY TRANSFER OFFICE**  
**Invention Disclosure Form**

Your invention, software program, or idea is important (1) to your professional development; (2) to your department, college and the University; and, if applicable, (3) to your research sponsor. It is essential that it be reported promptly, so that it can be evaluated to determine if it can or should be patented or copyrighted and reviewed for commercial potential to justify an industry licensing program. For additional information about the OU commercialization policy see Policy and Procedure 17.001. Do not send this information through e-mail.

1. Full names(s) and address(es) of the inventor(s):

Name and Title

Office Address

Lead Inventor: \_\_\_\_\_

Other Inventor(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Type of Material:    Invention\_\_\_\_\_    Software Program\_\_\_\_\_

3. Title of Invention or Software Program: \_\_\_\_\_

\_\_\_\_\_

4. Date when you first conceived the Invention or Software Program: \_\_\_\_\_

5. Date when you actually reduced the Invention or Software Program to practice, if this has been done: \_\_\_\_\_

6. State in general terms the purpose or objective of the Invention or Software Program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. In a joint invention or authorship of a software program, were different aspects of the Invention or Software Program made by different inventors?  
 yes  no  uncertain
8. Provide a relatively detailed description of the Invention or Software Program - attach narrative description of the invention, methods, programs, flow chart, photographs, drawings, sketches, patent applications, or any other descriptive material. A draft journal article or narrative report to a funding agency often will suffice for this description. The description should include the construction, showing the changes, additions, and improvements over existing embodiments of the technology. Also indicate the principles involved, the details of operation, and alternative methods of construction or operation, including the following points:
- a. Problem to be solved;
  - b. Solution;
  - c. New features of the Invention or Software Program;
  - d. State-of-the-art/practice of forming the function of the Invention or Software Program;
  - e. Disadvantages of the state-of-the-art/practice overcome by the Invention or Software Program;
  - f. How the Invention or Software Program overcomes these disadvantages; and
  - g. Disadvantages of this Invention or Software Program.
  - h. Where applicable, illustrate the Invention with sketches, drawings, or photographs, in which the parts referred to in your description are identified by reference number, or by name.
9. If the Invention relates to composition of matter, attach the following additional points to the disclosure:
- a. Show the general properties required for each class of materials used. If possible, list at least three examples in each class. Explain the method of preparing any new material for which a method of preparation is not already known. This part of the disclosure should enable one skilled in the art to make proper selections of alternative materials of each class.
  - b. Set forth proportions of materials, and conditions, expressed in the form of the widest reasonable ranges that will work. Also, mention narrower limits within these ranges that will provide optimum results. State the disadvantages of using proportions or conditions outside the ranges selected.
  - c. Give specific examples of practice of the invention, in various modifications, and with the preferred proportions and conditions. The examples should illustrate diverse conditions under which the invention may be practiced. Include enough examples of specific combinations to form the basis for as broad of claims as possible.

d. Describe any surprising results that would not have been forecast by the “mythical expert in the art.” Explain the surprising results, if possible. Emphasize any results that are contrary to what was to have been expected.

10. A. Source(s) of funding applicable to this Invention or Software Program (if grant funded, please indicate sponsor, grant number and grant title):

1. \_\_\_\_\_

2. \_\_\_\_\_

10. B. Subcontracts applicable to this Invention or Software Program:

1. \_\_\_\_\_

2. \_\_\_\_\_

11. Indicate further R&D necessary before discussing the Invention or Software Program to a potential commercial licensee:

\_\_\_\_\_

\_\_\_\_\_

12. Names and addresses of potential manufacturers or commercial licensees (especially Ohio companies):

\_\_\_\_\_

\_\_\_\_\_

13. List key words for computerized patent and literature searches:

\_\_\_\_\_

\_\_\_\_\_

14. Date of past publication or public use (if any) (ATTACH COPY)

Where published or used: \_\_\_\_\_

a. If not yet published, has an article or manuscript been accepted?

When \_\_\_\_\_ By

Whom \_\_\_\_\_

b. If not yet accepted, has an article or manuscript been submitted?

When \_\_\_\_\_ To \_\_\_\_\_

Whom \_\_\_\_\_

c. If not yet submitted, will an article or manuscript be submitted?

When \_\_\_\_\_ To \_\_\_\_\_

Whom \_\_\_\_\_

15. After the disclosure is prepared, it should be signed at the end by each inventor and initialed and dated on the bottom of each page, as well. The disclosure should then be read and witnessed by at least one other person, as indicated below.

Inventor \_\_\_\_\_  
Name) (First Name) (Middle Name) (Last

Citizenship \_\_\_\_\_

Home Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Inventor \_\_\_\_\_

Citizenship \_\_\_\_\_

Home Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Inventor \_\_\_\_\_

Citizenship \_\_\_\_\_

Home Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DISCLOSED TO AND UNDERSTOOD BY THE UNDERSIGNED ON THE DATES INDICATED BELOW:**

Witness \_\_\_\_\_ Date- \_\_\_\_\_

\_\_\_\_\_  
Witness

Date \_\_\_\_\_

Upon completion of the disclosure, return the form and appendices to:

**DO NOT SEND THIS FORM BY E-MAIL**

Susan Bauman, Administrative Associate  
Technology Transfer Office  
340 West State Street, Room 114  
Athens, OH 45701

If you should have any questions or difficulties, please call Bob Silva at 740-593-0976 or fax to 740-593-0186 or e-mail to [silvajr@ohio.edu](mailto:silvajr@ohio.edu).