

Instructions/Guidelines

The Technology Transfer Office (TTO) promotes beneficial use of PASSHE technology by protecting, marketing, and licensing University technologies to companies for further development and commercialization. This disclosure is valuable because it establishes a legal record of the invention while helping to facilitate the TTO's assessment and management of the technology. After reviewing the disclosure form, the TTO will contact the discloser(s)/inventor(s) to review the technology and discuss possible protection and commercialization strategies. Below are instructions or guidelines for each section of the form.

1. The title should be descriptive but must not be "enabling" as defined in item 10 below.
2. Attach a description of the technology/invention that is sufficiently detailed to allow someone of standard skill in your field of expertise to readily (without substantial experimentation) put the technology/invention into practice (at least to the extent that you are able to do so yourself). The description should cover at least: a) brief background and general purpose; b) technical description; and c) advantages and improvements over existing methods or products. Please include diagrams of apparatuses, chemical structures, and flow charts of processes. Often a draft journal article is sufficient.
3. List those individuals who may be considered potential inventors or who contributed to the conception or creative development of the technology. In general terms, an inventor is someone who contributed to the conception of the invention or to the creative further development of an important element of the invention in reducing it to practice. Note that this is not the same as authorship. A "pair of hands" who only carried out the orders of another person is not an inventor, even though such a person may be considered a co-author or contributor in a scholarly sense. Inventorship has a legal definition and will be determined by a patent attorney at the time of filing of any patent application. If needed, please contact the TTO. A new website will be developed for further guidance. Include individuals who are not employees of PASSHE (although they are not required to sign the form). In the last column, please indicate the agreed upon percent (%) contribution of each discloser of the technology disclosed. These numbers aid in determining any monetary distributions to the disclosers. They may be changed by mutual agreement at a later date. Each inventor who signs this invention disclosure form must agree and be able to provide supporting material if requested for his/her contribution as stated here.
4. Since correspondence, patent application materials, and royalty checks are sent to the inventor's home, each inventor must provide and maintain a current home address with the Technology Transfer Office.
5. By signing here, each individual indicates approval of the disclosure, attesting that the disclosure is true, accurate, and fully describes the invention to the best of his/her knowledge.
6. The witness must not be directly involved with the invention but must have read and understood the disclosure.
7. The disclosure form should be submitted for signature to your dean, director or other administrative unit responsible for handling invention disclosures and forwarded to the University Authorized Official.
8. After recording the date of each event, indicate where records of the event may be located. "Reduction to practice" is the physical part of the inventive process during which the invention is shown to work as described (at least for the initial concept). After a reduction to practice, the invention is complete for patent law purposes in that a proof of concept test, prototype, model, or biological strain exists that fulfills the invention's intended purpose. "Other" events may include any other milestones that you achieved in your continued development of the technology that you believe relevant to the record of the invention.
9. There may be obligations to third parties if the research that led to the invention used resources, facilities, staff, funding, or material of another institution, whether it is a corporation, university, foundation, or government agency. Please include support for continued development or evaluation ("Other" events) as listed in items 8C and 8D.
10. "Public Disclosure" means any instance in which someone outside the PASSHE community, without being restricted by confidentiality, would have been able to legally gain access to your presented, written or printed enabling description of the technology/invention - where "enabling" means sufficiently described to allow someone of average skill in the relevant field of expertise to practice the invention. The public disclosure dates, especially the first one, are important for patent considerations. In the United States, a patent application must be filed within one (1) calendar year of first public disclosure; however, in most other countries, a patent application must be filed before any public disclosure. An inventor who publicly discloses his/her invention before obtaining protection can lose rights to his/her invention anywhere else in the world. It is therefore requested that inventors contact the Technology Transfer Office for assistance prior to public disclosure. Note that many journals now publish online, sometimes weeks before publishing in print. The inventor must be aware of the potential for online publishing, including enabling abstracts/posters, and indicate these in section 10. This helps to ensure adequate protection for the invention.
11. Enter some keywords useful for our background searching, patent searching, and/or categorizing the technology for marketing purposes. An ideal set of keywords includes terms very likely to occur in publications and patents related to the field of your invention as well as terms likely to occur only in publications describing specific solutions to the problem very similar to yours.

12-17. Self explanatory