*Revised: 9/3/2021*

**Invention Disclosure Form and Application   
for Protection of Intellectual Property**

Protection, development and transfer of intellectual properties are involved and expensive processes. The Office of Research serves as the point of contact for technology transfer issues and provides assistance where possible. The University has developed policies and procedures for the protection of intellectual property. Oversight of this process is under the purview of the Committee on Patents and Copyrights. The steps toward intellectual property development at Tennessee Tech University are as follows:

1. Maintenance of complete laboratory records and notebooks is critical to the process of protecting intellectual property. Each individual should keep a hardbound notebook (such as those produced and sold under the name of Avery, Boorum and Pease or Wilson Jones) that contains all of the information about experiments and developments related to a project. Each page should be dated and signed by the investigator and preferably witnessed. Graphs, charts, and other items should be fixed permanently into the notebook. Recently, electronic notebooks have come into use in business and industry. These notebooks allow for the inclusion of graphs, charts, and pictures archived in an electronic form. Electronic notebooks are an acceptable alternative to a hardbound version as long as they can be witnessed as work progresses. The notebook (electronic or hardbound) is the base for all work leading to protection for intellectual property and subsequent for development and transfer.

2. A Tennessee Tech University Invention Disclosure Form should be completed and submitted to the Office of Research, Derryberry Hall, Room 305. This form requests information about the invention, prior art, potential utility, and industries that might have an interest in developing the technology. This form is located on the Office of Research web site at [www.tntech.edu/research/.](http://www.tntech.edu/research/) The form must be completed on single sided sheets and submitted in duplicate with all the necessary signatures.

3. If more than one investigator signs an Invention Disclosure Form, then the Office of Research must be provided with a Notarized statement describing how any proceeds from the sale or license of the patent will be divided among the inventors. All inventors must sign the statement. Remember, this may be different from what a patent attorney determines about the claims in the invention. The parties involved in a patent may divide their portion of any royalty in any way they wish.

4. The Invention Disclosure Form will be reviewed by the Associate Vice President for Research and referred to the Committee on Patents and Copyrights.

5. The Committee on Patents and Copyrights will make one of the following recommendations:

1) Return the disclosure document to the inventor(s) requesting additional information.

2) Remand rights to the invention to the inventor.

3) Request the Office of Research to submit a provisional patent application to the U.S. Patent and Trademark Office along with the required filing fee.

4) Forward the disclosure to an individual for patent search and determination if the invention has value.

6. If it appears the invention has value, then a recommendation will be made to discuss the patent filing with the University  
 attorney.

For further information about patents and copyrights, please see the information contained in the appropriate section of the

Tennessee Tech University Office of Research Home Page. If there are questions, please call the Office of Research   
at (931) 372-3374, FAX (931) 372-6374.

Tennessee Tech University

Invention Disclosure Form Disclosure Date: \_\_\_\_\_\_\_\_\_\_

*Please type all information on single sided sheets and submit in duplicate to the Office of Research, Box 5036, Derryberry*

*Hall Room 305 or email as attachment to: mdlynam@tntech.edu.*

**1. Inventor Identification** (Attach separate sheets to accommodate additional inventors.) If there is more than one inventor, a Notarized statement describing how any proceeds from the sale or license of the patent will be divided among the inventors must be provided. Inventors must sign the Notarized statement.)

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| Inventor Name | Inventor Position | TTU Box | Email Address | Work Phone | Citizenship |
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**2. Invention Title:**

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**3. Background of Invention:**

3a. What is the field to which the invention applies:

3b. Please identify references to any prior work by patent number or journal article identification that supports this work. Conduct a Google Patent search ([www.google.com/patents)](http://www.google.com/patents)) to determine if your invention is related to any existing patents. List keywords and patent numbers related to your disclosure.

3c. What is the deficiency in the prior work that your invention improves upon, or the limitation it extends?

**4. Description of the Invention:** (a) Please describe your invention in sufficiently clear language that would be   
understood by someone in your field of specialization. (b) Provide drawings and diagrams if needed. (c) The   
description should include what you are claiming to be the specific scope or subject matter in the invention for   
which protection is sought.

Date of Invention Conception:

Date of First Written Description:

First Written Description in:

Disclosure to Others:

To Whom and Where:

Date of First Reduction to Practice Recorded in:

Model and/or Drawings Located at:

|  |  |
| --- | --- |
| Signature(s) of Inventors | Disclosed to and Understood by Me (At least two individuals  who can understand the invention) NOTE: The signatories below make no representation, warranty, or endorsement as to the novelty, utility or non-obviousness of the invention described. |
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| Date: | Date: |

**5.** Please perform a literature search using library databases, eJournals, Google Scholar, EagleSearch, etc. to determine if there are any articles related to your invention. List keywords you used, provide citations to the related articles, and provide PDF copies of the cited articles in this search, or any inventor publications listed in response to questions 18 and 19 below.

**6. Evidence of Patentability:** The criteria for a US patent are novelty, non-obviousness, and utility. Indicate below   
 evidence for each criterion. USE ADDITIONAL SHEETS AS NECESSARY

**6.1 Novelty**: How does the invention improve what has already been described in the scientific or patent literature? Attach copies of key publications (including your own), patents, and patent applications that demonstrate the progression of technology that led to your invention, as well as the features of your invention that improve on the state-of-the-art.

**6.2 Non-Obviousness:** What makes your invention new and unexpected? Why was your invention not obvious at   
the time the invention was made to a person skilled in the art?

**6.3 Utility:** What problem does the invention solve? How does the invention fit into current practice, use, diagnosis   
 or therapy? Who might find the invention useful, and be willing to pay for it, and why?

**7. What is perceived as the potential or impact of the Invention?**

**8. To the best of your ability, please describe the market conditions surrounding this invention. As examples:**

* **Market need(s) satisfied by the invention**
* **Possible processes or products that could result from the invention**

* **The customers or end-users of a product based on the invention**

**9. What commercial firms (especially in Tennessee) would be, or are, interested in your invention? Please   
provide contact information, if available.**

**10. What is the biggest obstacle to the commercial adoption of the invention?**

**11. What is the status of your invention? Does a working model, prototype, or biological strain exist that   
proves the concept is successful?**

**12. What further development is planned for your invention? Is further development dependent on   
commercial sponsorship?**

**13. Please list known companies or alliances that could provide further funding. Please provide contact**

**information, if available.**

**14. Please describe or explain your commitment in commercialization of the invention.**

**15. Approximate amount of funding required to advance the invention toward commercialization**

**16. Approximate time required to advance the invention toward commercialization. Please provide   
scheduling information, if possible.**

**17. What additional steps are necessary to advance the invention toward commercialization? (For example,   
does** **the invention require government agency approval, tests or independent trials to determine its success?)**

**18. Has information been published about your disclosure sufficient to enable a skilled person to understand and make use of your invention? If so, please provide details as to the publication, date of acceptance of the publication and a copy of the article.**

**19. Have you presented any information about your disclosure during any meetings, forums, or conferences?   
If so, please provide details as to the date, name of the conference or meeting, abstract (or copy of the complete paper) and copies of visuals used in the presentation.**

**20. This invention was made under the following conditions:**

Through support received from the Faculty Research Fund of Tennessee Tech University.

Through an externally sponsored project. Please provide the following information:

Sponsoring Agency:

Amount of Grant:

Agency Grant Number:

TTU Account Number:

Through research conducted as part of regular faculty duties with no direct research costs beyond normal

departmental research support.

Through a combination of the foregoing. Please provide details.

I (we) concur with the information contained in this invention disclosure:

Departmental Chairperson (if applicable) Date

Center Director (if applicable) Date

Dean or Director Date

Associate Vice President for Research Date