

Process for Applying for Patent Protection for Intellectual Property Developed at Tennessee Technological University

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 Technological 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 Technological University Invention Disclosure Form should be completed and submitted to the Office of Research, Derryberry Hall, Room 306. 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/. 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 TBR attorney.

For further information about patents and copyrights, please see the information contained in the appropriate section of the Tennessee Technological University Office of Research Home Page. If there are questions, please call the Office of Research at (931)372-3374, FAX (931)372-6374 or E-mail mdlynam@tntech.edu.



Invention Disclosure Number: _____

Disclosure Date: _____

Tennessee Technological University
Invention Disclosure Form

Please type all information on single sided sheets and submit in duplicate to the Office of Research, Box 5012, Derryberry Hall Room 306 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.)

Inventor Name	Inventor Position	TTU Box	Email Address	Work Phone	Citizenship

2. Invention Title:

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

4. Description of the Invention: Please describe your invention in sufficiently clear language that would be understood by someone in your field of specialization. Use additional pages, drawings, and diagrams if needed. If additional sheets are added, they should be signed, dated, and witnessed as below.

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.
Date:	Date:

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

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6. 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**

Use additional sheets, if necessary

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

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

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

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

11. Please list known companies or alliances that could provide further funding. Please provide contact information, if available.

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

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

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

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15. 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?)

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16. 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.

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17. 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.

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18. This invention was made under the following conditions:

_____	Through support received from the Faculty Research Fund of Tennessee Technological University.
_____	Through an externally sponsored project. Please provide the following information:
	Sponsoring Agency: <input type="text"/>
	Amount of Grant: <input type="text"/>
	Agency Grant Number: <input type="text"/>
	TTU Account Number: <input type="text"/>
_____	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

Revised: 05/05