

**The University of Alabama
Intellectual Property Disclosure**

FORM AND INSTRUCTIONS

The University of Alabama Office for Technology Transfer
Campus Box 870207
202 AIME Building
Tuscaloosa, AL 35487-0207
Phone: (205)348-5433
Fax: (205)348-3510
<http://ott.ua.edu>

Please find attached an Intellectual Property Disclosure Form and Revenue Distribution Agreement. We in The University of Alabama Office for Technology Transfer (OTT) welcome your disclosures and look forward to working with you. When completed forms have been received, an OTT staff member will be in contact with you to begin the evaluation of your invention. However, if you should need any assistance beforehand, please do not hesitate to contact us.

Intellectual Property Disclosure Form Instructions:

Intellectual Property Disclosure Forms are used to disclose any intellectual property (e.g., a new process, composition of matter, device, software, analytical tool or new use for a known compound) developed in whole or in part by employees and graduate students of UA to the OTT. Members of OTT's staff, in collaboration with an AIME Student Triage Team, will review and evaluate the intellectual property disclosure to determine if it should be protected by patent or copyright, and whether it can be marketed and/or licensed to industry for further development and commercialization.

The following instructions apply to the corresponding numbered items on the Intellectual Property Disclosure Form. This form is intended to be filled in using Microsoft Word, typing directly into the fields provided. Do not feel limited by the space provided as the spaces will expand for longer responses. Checkboxes can be marked by clicking in the boxes. Please fill out the form completely. Again, please feel free to contact the OTT office if you have any questions.

1. Provide a brief descriptive title to aid in identifying the Intellectual Property, i.e., **what is the invention. The title should be sufficiently descriptive so as to provide key words for both patent prior art searches and preliminary market assessment.**
2. Provide the contact information for the lead UA discloser. This individual will be the primary contact to whom OTT will send information, and with whom OTT and AIME staff will interact during the initial evaluation and, later, patenting, marketing and commercialization activities.
3. Check the appropriate technology box.
4. In describing the Intellectual Property, attach material that includes the following points:
 - a. General utility
 - b. Technical description
 - c. Advantages and improvements over existing methods, devices or materials
 - d. Commercial applications (i.e., economic potential, direct uses, indirect or potential uses, etc.)
5. Indicate the first actual or approximate date on which you first conceived the complete Intellectual Property.
6. In the United States, a patent application may be filed no later than one (1) year after the public disclosure of an invention. In other countries, this filing must take place before any such public disclosure. Complete this item in view of the fact that a disclosure is defined as any oral, written or electronic presentation containing an enabling description of the invention that any member of the general public, without restriction of confidentiality, would legally be able to access.
7. Indicate if any other intellectual properties that you or another person previously submitted to OTT are related to this disclosure.
8. List the source of all materials, used directly or indirectly, that were obtained from a third party.
9. List all sources of funding that were used to create or develop your Intellectual Property. Provide the names of the applicable agencies or sponsors, the corresponding contract or grant numbers and the dates they were active. If more than one sponsor provided funding for the research that resulted in the generation of the Intellectual Property, estimate the percentage of support provided by each sponsor.
10. Include the names, contact information and signatures of all individuals, within or outside of UA, who conceived or contributed an essential element of the Intellectual Property, independently or jointly with others, during the evolution of the initial concept or reduction to practice.
11. A list of commercial entities that may be interested in your Intellectual Property or that may be using similar technologies will assist OTT in identifying potential licensees for the Intellectual Property. If known, include information to allow OTT to communicate with a specific contact.

Inventor #2

Printed or Types Name:	Country of Citizenship:
Campus Address:	UA Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	Daytime Phone:
Home Address:	
Signature:	Date:

Inventor #3

Printed or Types Name:	Country of Citizenship:
Campus Address:	UA Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	Daytime Phone:
Home Address:	
Signature:	Date:

Inventor #4

Printed or TypedName:	Country of Citizenship:
Campus Address:	UA Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	Daytime Phone:
Home Address:	
Signature:	Date:

Inventor #5

Printed or Typed Name:	Country of Citizenship:
Campus Address:	UA Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	Daytime Phone:
Home Address:	
Signature:	Date:

NOTE: If there are additional inventors, please copy this page and number the inventors sequentially.

11. **Commercialization/Potential Licensee:**

Please list any companies that may be interested in your Intellectual Property:		
COMPANY	CONTACT INFORMATION (IF KNOWN)	
1.		
2.		
3.		

Do you know of companies that are using similar technologies? If so, please provide the details below:		
COMPANY	CONTACT INFORMATION (IF KNOWN)	PRODUCT(S)
1.		
2.		
3.		

ALL OF THE ITEMS SET FORTH ABOVE MUST BE COMPLETED BEFORE ANY ACTION WILL BE TAKEN BY THE UA OFFICE FOR TECHNOLOGY TRANSFER. IF THE IPD IS NOT COMPLETED IN ITS ENTIRETY, THE DOCUMENT WILL BE RETURNED. THE COMPLETED IPD SHOULD BE SENT BY CAMPUS MAIL TO:

The University of Alabama Office for Technology Transfer
Campus Box 870207

PLEASE NOTE THAT SUBMISSION OF THIS IPD DOES NOT CONSTITUTE AN INVENTION UNDER UNITED STATES PATENT LAW AND, AS SUCH, PROVIDES NO LEGAL PROTECTION.

FOR UA INTERNAL USE ONLY. DO NOT WRITE IN THIS BOX.		
Approval to Assign IPD No.:	_____	_____
	Authorized Signature	Date
UA OTT IPD No.:	_____	
Entered into Inteum:	_____	_____
	Authorized Signature	Date