



Office of  
Technology Transfer

**Invention Disclosure Form**  
Office of Technology Transfer, MSN: 5G5  
4400 University Dr., Fairfax VA 22030  
Tel: (703)-993-8933  
Fax: (703)-993-9710  
ott@gmu.edu

<b>CONFIDENTIAL</b>	Ref. No.
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For OTT Use Only	GMU Disclosure No.
Received for Review: _____ (date)	Assigned to GMRF: _____ (date)
Accepted: _____ (date)	

**INVENTION DISCLOSURE FORM**

**INSTRUCTIONS:**

1. It is essential that inventors **complete every section** of the IDF in as much detail as possible; failure to do so can result in delayed processing. DO NOT submit IDF until all the inventor have signed it. OTT will not process incomplete IDF. If you need any assistance, contact [ott@gmu.edu](mailto:ott@gmu.edu).
2. In addition to completing this form, please **provide two-page description of your invention** describing your technology and its commercial potential. (You can attach a separate page for this. This is a mandatory requirement from federal government under revised Bayh-Dole Act, May 2018)
3. **List all sponsors** of the research on your Invention Disclosure Form (IDF).
4. **Give dates of any upcoming publications or other public disclosures** describing the invention. If possible, please give specific dates rather than stating the month & year.
5. **Fill in the revenue distribution figures, and make sure that the IDF is signed by all inventors.** Total revenue percentage for all should add up to 50%.
6. Each inventor must provide and maintain a current home address with the Office of Technology Transfer. It is the inventors' responsibility to **keep us updated with latest contact information**. Failure to do so may result into our inability to reach you on matters pertaining to your IP and Revenue Distribution. GMU cannot be held responsible for failure.

It is critical to disclose all potentially patentable intellectual property to OTT, particularly if any portion of the project funding comes from the federal government. Not only does federal law require prompt disclosure, but the University, inventors, and involved companies could also lose very significant rights if disclosures are delayed or not made at all. An IDF should be emailed to the Director of OTT, Dr. Hina Mehta at: [hmehta4@gmu.edu](mailto:hmehta4@gmu.edu)



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**DEFINITIONS:**

**Conception:** the inventor’s “formulation of the definite and permanent idea for solving a problem in such a way that a person skilled in the relevant art could practice the invention by following the inventor’s conception.”<sup>1</sup> Documentation of when the invention was conceived (e.g. copies of lab notebooks, etc.) is required if OTT accepts the invention disclosure.

**Contact Person:** The Contact Person will be the recipient of all communications from GMU, GMRF, and any counsel or consultants retained by GMU or GMRF in connection with this disclosure. The Contact Person is authorized to provide information and make decisions concerning this disclosure on behalf of all inventors.

**Enabling Disclosure:** An enabling disclosure is one that provides sufficient information for one of ordinary skill in the art to make and use the claimed invention without undue experimentation.

**Inventor:** someone who makes a significant contribution to conception. A significant contribution is one that adds a novel, nonobvious or useful element to the invention; it adds a nontrivial advantage. An inventor is not someone who only suggests a problem or who performs experiments or technical work that someone else has devised. A person may legitimately be an author on a paper but not an inventor. If you are unsure whether an individual should be listed as an inventor, please discuss flag the issue at the appropriate part of the form.

**Potential Prior Art:** Inventions are not patentable in the US if (1) they are publicly known or used by others or (2) described in a printed patent application or other publication such as a newspaper, blog or a journal prior to certain trigger dates (“Prior Art”). The publication can be anywhere in the world. Even if an invention is not completely known or described in the Prior Art, it may be unpatentable because it would have been obvious to a person of ordinary skill in the art at the time of invention. **“Potential prior art”** for the purposes of this disclosure form refers to knowledge, inventions and publications that are relevant to what you believe are the points of novelty of your invention, up to the actual date of your invention disclosure. There is a practical discussion of prior art at: <http://www.ipwatchdog.com/2013/12/14/prior-art-for-my-invention/id=46793/> .

**Contribution to the Invention:** A short statement of what each inventor did – formulated problem, developed protocol, improved machinery, suggested solution, etc.

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<sup>1</sup> Gerk and Fleming, New Practitioner’s Guide to Intellectual Property, American Bar Association, Section of Intellectual Property Law (2012).



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<b>1. Brief Title : 4-8 words that convey the substance of the invention to the non-expert</b>
<b>2. Please supply a brief (minimum 150-200 words), non-confidential description of the invention, understandable by the non-specialist. Please do not use abstract of a scholarly paper here. The audience is a random person sitting next to you on an airplane. The description should include: (Please attach a separate sheet if you run out of space)</b>
<b>a. the problem you sought to solve:</b>
<b>b. who needs the solution:</b>
<b>c. whether the invention is an improvement to existing technology, a substantial advance, or a major breakthrough:</b>
<b>d. keywords to define the technology:</b>



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**3. Please attach a two-page detailed description of your invention. The description should cover a brief background, technical description and the commercial potential for your technology. Include graphs, diagrams and charts. Attach a separate page for this. This is a mandatory requirement from Federal Government under revised Bayh Dole Act, May 2018.**

**Attachment included?**

<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	
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**4. Stage of Development: concept; design; prototype; production model; in use in lab; animal/preclinical/clinical data; time to product; the extent (time and dollars) of further research needed.**

**5. Potential Commercial Uses and Applications:**



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6. Similar or competing Technologies, products or services (in other words, how are people solving the problem now):

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7. Limitations or advantages of the invention: whether it can be overcome, and if so, how:

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8. How could infringement be detected:

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9. Is Invention Research Tool?

<b>YES</b>		<b>NO</b>		
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10. Are samples, a prototype, or a demo available to share with prospective licensees?

<b>YES</b>		<b>NO</b>		
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11. Please list the companies or industries that are most likely to be interested in licensing this technology:




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12. Grant Information:				
1	GMU Grant Number			
2	Principal Investigator			
3	Funding Agency & Award Number			
4	Funding Period			
5	Last Date of Award			
13. Are there any other collaborative research agreements, memorandum of understanding, material transfer agreement pertaining to the technology? (Attach copy of the agreements. In case of material transfer agreement, describe the materials and how it was used.)			YES	NO
	Agreement Type		Name of Other Party	Contact
1				
2				
Please attach copies of any third party agreements				



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**14. Inventors Information (please list the primary contact first –Enter the inventor names in the order in which you like them to appear on the patent. Attach additional sheets for more than 8 inventors):**

	<b>Inventor No. 1:</b>	Primary Contact for this invention? <b>Yes/No</b>		
<b>1</b>	Full Legal Name	(First                      Middle                      Last)		
<b>2</b>	GMU Affiliation	Faculty: <b>Yes/No</b>	Student: <b>Yes/No</b>	Other: Specify
<b>3</b>	Current employment	Employer:	<b>Title:</b>	Department:
<b>4</b>	Degree Candidate	<b>Yes/No</b>	If yes: Undergraduate/Graduate  <b>Paid/Unpaid</b>  Was the invention the result of a classroom assignment? <b>Yes/No</b>	
<b>5</b>	Home Address:		Work Address:	
<b>6</b>	Personal Email Address:		Work Email Address:	
<b>7</b>	Mobile phone:		Work Phone:	
<b>8</b>	Citizenship			
<b>9</b>	Contribution to the Invention			



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	<b><u>Inventor No. 2:</u></b>	Primary Contact for this invention? <b>Yes/No</b>		
<b>1</b>	Full Legal Name	(First                      Middle                      Last)		
<b>2</b>	GMU Affiliation	Faculty: <b>Yes/No</b>	Student: <b>Yes/No</b>	Other: Specify
<b>3</b>	Current employment	Employer:	<b>Title:</b>	Department:
<b>4</b>	Degree Candidate	<b>Yes/No</b>	If yes: Undergraduate/Graduate <b>Paid/Unpaid</b> Was the invention the result of a classroom assignment? <b>Yes/No</b>	
<b>5</b>	Home Address:		Work Address:	
<b>6</b>	Personal Email Address:		Work Email Address:	
<b>7</b>	Mobile phone:		Work Phone:	
<b>8</b>	Citizenship :			
<b>9</b>	Contribution to the Invention			





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	<b><u>Inventor No. 3:</u></b>	Primary Contact for this invention? <b>Yes/No</b>		
<b>1</b>	Full Legal Name	(First                      Middle                      Last)		
<b>2</b>	GMU Affiliation	Faculty: <b>Yes/No</b>	Student: <b>Yes/No</b>	Other: Specify
<b>3</b>	Current employment	Employer:	<b>Title:</b>	Department:
<b>4</b>	Degree Candidate	<b>Yes/No</b>	If yes: <b>Undergraduate/Graduate</b> <b>Paid/Unpaid</b> Was the invention the result of a classroom assignment? <b>Yes/No</b>	
<b>5</b>	Home Address:		Work Address:	
<b>6</b>	Personal Email Address:		Work Email Address:	
<b>7</b>	Mobile phone:		Work Phone:	
<b>8</b>	Citizenship :			
<b>9</b>	Contribution to the Invention			



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	<b><u>Inventor No. 4:</u></b>	Primary Contact for this invention? <b>Yes/No</b>		
<b>1</b>	Full Legal Name	(First                      Middle                      Last)		
<b>2</b>	GMU Affiliation	Faculty: Yes/No	Student: <b>Yes/No</b>	Other: Specify
<b>3</b>	Current employment	Employer:	<b>Title:</b>	Department:
<b>4</b>	Degree Candidate	<b>Yes/No</b>	If yes: <b>Undergraduate/Graduate</b> <b>Paid/Unpaid</b> Was the invention the result of a classroom assignment? <b>Yes/No</b>	
<b>5</b>	Home Address:		Work Address:	
<b>6</b>	Personal Email Address:		Work Email Address:	
<b>7</b>	Mobile phone:		Work Phone:	
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15. Timeline of Events		Date (m/d/yyyy)	References (e.g. lab
<b>A</b>	Conception of Invention:		(Attach documentation – e.g. copies of key entries from lab notebooks or relevant emails).
<b>B</b>	First written description		
<b>C</b>	First disclosure to anyone outside the Mason community		
<b>D</b>	Date of Reduction to Practice:		
<b>E</b>	anticipated or planned disclosures <ul style="list-style-type: none"> <li>• oral presentation</li> <li>• publication</li> <li>• demonstrations</li> </ul>		

16. Public Disclosures (any publicly available and potentially enabling description):					
	Disclosure Type (please attach copies)	Yes	No	Date (m/d/yyyy)	Citation
<b>A</b>	Has the technology been published or a manuscript been submitted for publication?				
<b>B</b>	If not, will a manuscript for the technology be submitted in the future? Approx. when?				
<b>C</b>	Has the technology been described in a thesis, or will it be described in a thesis?				
<b>D</b>	Has the technology been presented in a public forum (e.g. speech, conference, poster, etc.)?				
<b>E</b>	Are there any other past or future enabling publications (e.g. online postings)?				

