



JOHN W. LOWE JOINT (USU & HJF) OFFICE OF TECHNOLOGY TRANSFER (JOTT)
CONFIDENTIAL AND PROPRIETARY INVENTION DISCLOSURE FORM

(Please use as much space as you need for each item.)

An electronic version of this form should be forwarded by email to HJFDisclosures@hjf.org.

For assistance in completing this form, please contact:

Please additionally provide a hardcopy of the entire form, with a research contribution page (see last page of this form) signed by each contributing researcher, to:

Katherine S. Lipka, Ph.D., MPH, CLP
Director, JOTT
Telephone: (240) 694-2154
E-mail: klipka@hjf.org

Or

Katherine S. Lipka, Ph.D., MPH, CLP
Director, Joint (USU & HJF) Office of
Technology Transfer
The Henry M. Jackson Foundation for the
Advancement of Military Medicine, Inc.
6720-A Rockledge Drive, Suite 100
Bethesda, MD 20817

Anton Dawson, Ph.D.
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Telephone (HJF): 240-694-2277
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E-mail: adawson@hjf.org

JOTT Office at USU: B2004

Date Received by JOTT: _____

I. Title of Project _____

II. Name of the Contact Person* for This Invention Disclosure

Last Name

First Name

*This person is knowledgeable about the entire scope of the disclosure and will be responsible for:

1. Communicating with other researchers involved in project, JOTT, USU, HJF, and patent law firm personnel;
2. Providing documents and information requested by JOTT and/or patent counsel; and
3. Notifying JOTT of any updates and additional data to be considered.

III. Name and Signature of Department Chair of Contact Person

Last Name

First Name

Signature

Date

IV. Individuals Who Contributed Conceptually to the Invention

Please attach additional pages if there are more individuals involved. Each person named will also need to individually complete and sign a separate research contributions statement (see last page of this form).

1. Last Name: _____
First Name: _____ Initial: _____
Work Phone: _____ Ext. _____ Fax: _____ Ext. _____
Email: _____
Residential Address: _____

Citizenship: _____
Employer at time of invention: _____
Department: _____

2. Last Name: _____
First Name: _____ Initial: _____
Work Phone: _____ Ext. _____ Fax: _____ Ext. _____
Email: _____
Residential Address: _____

Citizenship: _____
Employer at time of invention: _____
Department: _____

3. Last Name: _____
First Name: _____ Initial: _____
Work Phone: _____ Ext. _____ Fax: _____ Ext. _____
Email: _____
Residential Address: _____

Citizenship: _____
Employer at time of invention: _____
Department: _____

4. Last Name: _____
First Name: _____ Initial: _____
Work Phone: _____ Ext. _____ Fax: _____ Ext. _____
Email: _____
Residential Address: _____

Citizenship: _____
Employer at time of invention: _____
Department: _____

V. Description

1. **Brief summary of the invention including purpose and commercial use:** What problem does it solve? How does it work? What additional developments are expected?
2. **Particular features of the invention that are novel over other work:** How is this disclosure distinguishable from other similar technology (i.e. prior art)?
3. **Invention conception:** When did you first conceive of this idea? Where and how is this documented (lab notebooks, proposal, correspondence, computer files, etc.)?
4. **Stage of development:** What is the stage of development of this invention? (Concept / Initial data / Prototype / Full data / In vitro data / Animal data / Clinical data)
5. **Keywords:** Please provide 4-6 keywords related to this invention to assist the JOTT in literature and patent searches.
6. **Third party interests:** Are there any compounds, biological materials or devices involved in the research related to this disclosure, which you obtained from outside sources?
7. **Related agreements:** Is any of the research related to this disclosure subject to a Cooperative Research and Development Agreement (CRADA), Material Transfer Agreement (MTA) or other collaborative agreement?
8. **Detailed description of the invention:** Please attach a detailed description of the invention and its commercial application on a separate page(s). Please include copies of draft abstracts, manuscripts, drawings, photographs, charts, etc.

VI. Funding Sources

List the source(s) of funding of the project under which the disclosed Research finding arose. Identify the contract or grant number; the funding agency; and the Principal Investigator.

VII. Publications
(Please note that public disclosures can affect patent rights.)

1. If you have disclosed your research findings outside of your laboratory (e.g. conference, invited speaker, job talk, emails, thesis presentation, progress reports, etc.), please list the talk and the date of the talk, or the publication and the publication date. Were any disclosures under a confidentiality agreement?
2. What prior publications of yours or of any other researchers in the field are related to this invention? Please provide (attach) copies with publication dates.
3. Are there any planned disclosures related to this invention? This includes abstract submissions, manuscript submissions, poster presentations, and oral presentations. If so, please provide the submission and/or presentation date(s) and a copy of each submission and/or presentation.

VIII. Commercialization

Identify any companies (including current contact information of any company personnel if you have been speaking directly to them) that you think might be interested in this invention and why. List possible commercial applications that you think would be of interest to them. Also list any competitive products that you know of as well as the company who makes/ markets them.

IX. Potential Company Partners

<u>Company</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Prior/Planned Meeting</u>
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<u>Company</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Prior/Planned Meeting</u>
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<u>Company</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Prior/Planned Meeting</u>
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Describe your interaction (if any) with the company(ies) above:

X. Signatures

Signature of Person Completing This Form:

Signature: _____ Date: _____

Name: _____

Witnesses:

(Technically qualified individuals who know about and understand the invention)

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

By submitting this form you acknowledge HJF's Privacy Notice.
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**JOINT OFFICE OF TECHNOLOGY TRANSFER (JOTT)
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INVENTION DISCLOSURE – RESEARCH CONTRIBUTION PAGE**

EACH individual who contributed conceptually to the research related to this disclosure should submit a description of his/her contribution. A separate copy of this page is to be completed and signed by each individual and submitted to the address below. See guidelines on the next page.

RETURN SIGNED FORM DIRECTLY TO: DATE RECEIVED BY JOTT: _____

Katherine S. Lipka, Ph.D., MPH, CLP
Director, Joint (USU & HJF) Office of Technology Transfer
The Henry M. Jackson Foundation
for the Advancement of Military Medicine, Inc.
6720-A Rockledge Drive, Suite 100
Bethesda, MD 20817

Individual who Participated in the Research Related to This Disclosure:

Last Name: _____ First Name: _____ Initial: _____

Signature: _____ Date: _____

Title of Project:

Description of My Individual Contribution:

Guidelines for Completing the Research Contribution Page:

Below are some questions that you can use to help formulate your description of your contribution. If you feel that you can address each of these issues by providing a narrative description of your contribution, please feel free to do so rather than answering the questions separately.

1. Was the idea originally generated in a group discussion? Who was in the group? Who in the group contributed?
2. What aspects of the invention did you contribute? Which aspects were your original ideas? (i.e., were you the first person to mentally imagine this aspect?). If you remember, please describe this idea.
3. Who was the first person you had contact with regarding the development of the invention? Please provide a detailed description of this first contact, including what was discussed, what conclusions were drawn, what experiments were discussed, etc.
4. Whom did you have contact with during the development of the invention (e.g., primary investigators, technicians, post-doctoral professionals, graduate students, collaborators)?
5. Were you involved in carrying out the experiments to make the invention work? If yes, did you generate new ideas during these experiments (e.g., ideas for improvements or changes because certain configurations were not working)? If yes, what were the new ideas?
6. Did you contribute to the expansion of an idea, where the idea was originally presented to you by someone else? Who presented it to you? What contributions did you make to expand the idea?
7. During the development of the invention, did you suggest ideas for improving the original idea? What were the improvements and were they used to make the invention work?