**Innovation Disclosure Form**

Office of Intellectual Property & Technology Transfer

This Innovation Disclosure Form (IDF) is the first step in the University’s process of identifying intellectual property (IP) and evaluating commercialization potential.

An IDF should be submitted when something new and useful has been invented. Completed IDFs are important legal documents in that they record what has been invented as well as the circumstances under which the invention was made.

Submitted IDFs are treated as confidential until a patent application is filed, or the invention is publicly disclosed (*i.e.* via an inventor’s publication). Accordingly, prior to a patent filing or public disclosure, the information in submitted IDFs will not be distributed except (a) to research sponsors as may be stipulated by contract, (b) to parties that are under attorney-client privilege or confidentiality agreements, or (c) as may be required by law. The information contained in the IDF should not be disclosed to others outside of the University without the approval of OTC.

For guidance on how to complete this IDF, contact the Office of Intellectual Property & Technology Transfer at 801-863-5970.

Return the completed form to OTC by scan and e-mail, or inter-office mail:

[otc@uvu.edu](mailto:otc@uvu.edu)

Director, Office of Technology Commercialization

MS 308

Utah Valley University

800 W. University Parkway

Orem, UT 84058

**1. INVENTORSHIP**

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| **1.1 Inventor Information.** List people who individually or jointly contributed to the conception or reduction-to-practice of the invention. If a patent application is filed, then actual inventorship will be determined by the patent attorney based on patent law. The first inventor listed is the primary contact. | | | | | |
| # | Full Legal Name | Citizenship | E-mail | Telephone | % Share |
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**2. INVENTION INFORMATION**

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| **2.1 Title of Invention.** A brief title that is sufficiently descriptive to aid in identifying this invention. This title won’t necessarily be the title of any patent. |
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| **2.2 Summary of Invention**. Provide a general description of the invention, concisely describing what you consider to be the essence of the invention and capturing the essential core concepts and results, including advantages and features of the invention. Use extra space if needed and append additional information (*e.g.* data, publications, abstracts, graphs, presentations, drawings, and flow diagrams.)  U-\_\_\_\_\_\_ |
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**3. COMMERCIALIZATION INFORMATION**

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| **3.1 How do you foresee the use of the invention in a commercial context? Are there other potential uses of the invention (include speculative uses)?** |
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| **3.2 What makes the invention different and new as compared with related products? What are the advantages and disadvantages of the invention in comparison to related products?**  U-\_\_\_\_\_\_ |
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| **3.3 Are there other faculty members and/or students familiar with this invention on campus who may have additional information about competing products?**  U-\_\_\_\_\_\_ |
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| **3.4 Which companies and individuals may have an interest in the invention?** Please include contact information if available. If an inventor has a financial interest in a company listed below, note such interest.  U-\_\_\_\_\_\_ |
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**4. INVENTION SUPPORT**

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| **4.1 List all funding sources used to develop the invention including federal, state, and private funding sources with related account and grants numbers. In the event that no grant funds were used in the development of this invention, please write “None” in the space provided.**  U-\_\_\_\_\_\_ |
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| **4.2 Were any materials or data from a third party used in making the invention? If so, were such materials or data obtained under a restrictive written agreement? Please attach a copy of the agreement.**  U-\_\_\_\_\_\_ |
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| **4.3 Is Utah Valley University under any obligation to license or assign the invention to another entity?**  U-\_\_\_\_\_\_ |
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**5. TIMELINE INFORMATION**

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| **5.1 List the date and circumstance of any public enabling disclosure of the invention. This important date establishes bar dates (deadlines) for filing any patent application.** |
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| **5.2 Have you searched related patents and conducted a literature review of related technology? If so what are the patent numbers and literature sources most relevant to the invention?** (Note: you are not required to conduct any searching.)  U-\_\_\_\_\_\_ |
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| **5.3 Do you intend to publicly disclose the invention in the future? If so, when?** Please discuss with the OTC prior to any public disclosure or submission for publication.  U-\_\_\_\_\_\_ |
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**Declaration & Signatures**

I certify that the information contained in this Invention Disclosure Form is true, accurate and complete. Pursuant to Policy #136, I acknowledge and agree that I am required to assign to UVU all domestic and foreign rights to any invention made by me within the duties and scope of my employment and/or created with significant use of University resources. I hereby assign to Utah Valley University all my rights in the invention disclosed herein, including any domestic and foreign patent applications related thereto, and I agree to sign such documents as may be required for this purpose, including but not limited to an assignment of the invention to Utah Valley University in a form that may be recorded, a declaration as to inventorship, and power of attorney.

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Co-Inventor 1 Name Date Co-Inventor 1 Signature

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Co-Inventor 2 Name Date Co-Inventor 2 Signature

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Co-Inventor 3 Name Date Co-Inventor 3 Signature

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Co-Inventor 4 Name Date Co-Inventor 4 Signature