U.Hartford Docket No. **UNIVERSITY OF HARTFORD**

**INVENTION AND TECHNOLOGY DISCLOSURE**

**(INVENTORS: Please read instructions on Instruction Sheet and complete items below.)**

**1. TITLE OF INVENTION OR TECHNOLOGY**

**2. Describe general purpose of invention and the problem it solves** (Attach additional description as described on Instruction Sheet.)

**3. INVENTORS OR DEVELOPERS**

(Attach additional disclosure forms if more than three inventors.)

Name: Citizenship:

Email: Position:

Wk. Phone: Fax: Dept.:

Wk. Address: Office:

Hm. Address: Hm. Phone:

 Name: Citizenship:

Email: Position:

Wk. Phone: Fax: Dept.:

Wk. Address: Office:

Hm. Address: Hm. Phone:

 Name: Citizenship:

Email: Position:

Wk. Phone: Fax: Dept.:

Wk. Address: Office:

Hm. Address: Hm. Phone:

**OBLIGATIONS TO THIRD PARTIES** (Attach Inventions section of third party agreement)

**4.** What funds supported the work leading to this invention? (include federal, non-federal, foundation and industry funding, gifts, University of Hartford funds, etc.) Please list **all** sources of funding for the invention:

If a non-University of Hartford sponsor, indicate below:

**Contract/Grant No. Sponsor PI**

**Contract/Grant No. Sponsor PI**

**Contract/Grant No. Sponsor PI**

**5.** Are you a party to **any other agreement(s)** pertaining to the invention (e.g. material transfer, collaboration, patent agreement with another entity)?

**⁭YES ⁭NO**

If **yes**, please list: Company Name Type of Agreement

**6.** Was any part of this invention developed in a Tax-exempt funded facility such as the Bio-Chem building within the ISET complex?

**⁭YES ⁭NO**

**7. EVENTS DATE REFERENCES AND COMMENTS**

A. Initial idea

B. Conception

C. First reduction to practice

D. First public disclosure (written, oral, or electronic)

E. Future public disclosures

**8. I agree that royalties, if any, will be distributed per University of Hartford’s current policy. I agree to assign to University of Hartford my rights in this invention or technology.**

Inventor’s Signature Date

Inventor’s Signature Date

Inventor’s Signature Date

**9. INVENTION DISCLOSED AND UNDERSTOOD BY:**

Witness’s Signature\*\* Date

**Reviewed by:**

Designated University Representative Date

**\*\*Please have PI sign as witness if PI is not an inventor.**

Please be advised that inventorship is a legal determination that patent counsel makes at any appropriate time. Although the order of names on a patent application or an issued patent has no legal significance, an inventor retains a right to consult with each other individual who is purported to be an inventor, and submit each name in the order that the inventors prefer to appear on any filed patent application. By signing this Invention and Technology Disclosure document, each purported inventor individually demonstrates that inventor’s agreement with this name-listing order. University of Hartford cannot guarantee that any order presented in this document will result in an application or issued patent that lists each name in the order that this document originally presents. Further, an opportunity to provide an order of names does not imply that any purported inventor has a property right in having the names in a particular order.

Please submit completed disclosure to: University of Hartford

 General Counsel’s Office

200 Bloomfield Avenue, CC320

West Hartford, CT 06117

Telephone: 860-768-4275

Email: legal@hartford.edu

**INSTRUCTION SHEET**

**General Information:**

An Invention and Technology Disclosure (Disclosure) is intended to record what has been invented and each circumstance under which an Invention was made or a technology created. The disclosure provides a basis to determine patentability and draft a patent application. The disclosure is also a legally-important document that should be prepared with care.

An Invention is a novel and useful idea relating to any process, machine, article of manufacture or composition of matter. The invention may include, without limitation: any new or improved device, circuit, system, chemical compound, drug, *etc*.

For this document’s purposes, technology includes, without limitation: any patentable software, integrated circuit design, biological organism, *etc.* that has commercial utility.

To be patentable, an Invention must not be obvious to a worker having average skill in a particular technology. In addition, the Invention must not have been used by any other person or entity in the U.S., or patented or described in a printed publication anywhere, before the conception date.

An Inventor should undertake a Disclosure when:

* something new and useful has been conceived or developed; or
* unusual, unexpected, or non-obvious research results have been achieved.

**The following instructions apply to correspondingly-numbered sections on the Disclosure:**

1. Insert a brief and sufficiently-descriptive title to aid in identifying the Invention.

2. In describing the Invention, attach material that covers the following points:

A. general **purpose** of Invention and the problem it solves;

B. technical **description** of Invention;

C. any feature believed to be **new**; and any **advantage or improvement** over any existing method, device or material;

D. emphasized aspects that makes Invention unique and **non-obvious**;

E. any possible **variation or modification,** as well as any product or process that could result from the Invention;

F. description of any **competing technology**, including:

i. any current solution for the same problem;

ii. how much better the Invention is (e.g. X times faster, more efficient, less expensive);

iii. any related technical paper or patent embodying similar technology or any Invention part; and

iv. degree of research interest in the Invention’s field (*i.e*., whether the field is heavily researched).

G. description of the **development stage**, including current research state (*e.g*., prototype, in vitro data, model system), and any additional step needed for commercialization;

H. any **commercialization possibility**, including :

i. list of each company that might be interested in the technology (include contact names if available);

ii. Inventor’s commercialization suggestions (*e.g*. broad licensing as research tool, new company formation, exclusive licensing); and

iii. each potential product “end user” based on the Invention (*e.g*., any researcher, household consumer, larger company);

I. if the Invention includes **software**, a description of any novel algorithm used; and

J. if the invention includes a **database**, a description of any novel feature of the structure.

3. A patent can be invalidated if it does not name each correct Inventor. Name each presumed Inventor or developer. Because inventorship is a legal determination based on a patent’s claims, named Inventors in an issued patent may change from their listing in an original Disclosure. Generally, an Inventor is an individual who has conceived or reduced to practice an essential Invention element either independently or jointly with others, during an Invention’s conceptual evolution. For software, a developer is an individual who has written applicable code.

4. Indicate any funds that were used to develop the Invention. If the Invention arises from a sponsored project, then name each sponsor and each full corresponding contract or grant number. Attach any funding instrument’s invention and copyright provision if available. Name each principal investigator, irrespective of whether that individual is an Inventor.

5. Confirm whether the Invention was made under any other third party agreement. If so, then name the company involved in collaborating with the Inventor or providing applicable material for the invention’s creation.

6. Confirm whether any part of the Invention was developed in a Tax-exempt funded facility.

7. In recording the Invention’s history, describe particularly each legally important event:

A. **initial idea**;

B. **conception** (the date when each essential Invention element was consolidated in the Inventor’s mind);

C. the first actual **reduction to practice** (*i.e*., first successful Invention demonstration);

D. establishment of a **publication bar**, including for any**:**

i. **past** printed disclosure, any date of proposal or manuscript submission, date of publication, and any information Inventor has on an applicable journal’s electronic publication;

ii. **past** oral disclosure, any date of any applicable conference, convention, speech, *etc.* and whether any information has been distributed before the presentation; and

iii. electronic disclosure or world-wide web posting, any electronic publication date; and

E. description of any **disclosure planned in the future**, including for any**:**

i. **future** printed disclosure, any date of proposal or manuscript submission, date of proposed publication, and any information Inventor has on an applicable journal’s proposed electronic publication;

ii. **future** oral disclosure, any date of an applicable conference, convention, speech, *etc*., and any information that is to be distributed before the presentation; and

iii. electronic disclosure or worldwide web posting, any probable electronic publication date.

8. Each Inventor named in item 3 should sign. Any submission that the Office of Sponsored Research accepts requires an assignment to the University of Hartford by its Inventors.

9. Arrange for signing by a witness who has read and understood the Disclosure. As long as the witness is capable of describing the Invention without any Inventor’s immediate assistance, the witness may be any Principal Investigator who is not an Inventor, or any OSR administrator.

**Please attach any additional information that may affect the University’s patent rights or the Invention’s patentability.**

**NOTE:** An Invention and Technology Disclosure must be prepared and submitted for each Invention conceived or first reduced to practice in whole or in part by any University employee (even if a student) in the scope of University employment or with more than incidental use of any Resource.