

Instructions for Filling out the Invention Disclosure Form (IDF)

Please read the following instructions before filling out the form. It is important that you fill out this form accurately. The information provided by you in this form will help us to better evaluate your technology and expedite the patent and commercialization processes. If you have any further questions, please contact our office at 801-581-7792 or email us at: disclosure@tco.utah.edu. Please [click here](#) to review the sample IDF.

1. Inventor Information:

Please include the names of all the inventors that have contributed to the conception of invention. If an inventor was at the University of Utah at the time of the conception of invention and since has left the University, you need to include his or her name. Please include the respective titles and departments of the inventors when at the University of Utah. Inventorship is a legal determination and is not the same as authorship on a scientific paper. Accurately identifying all the inventor(s) is critical for the validity U.S. patent. An inventor is anyone who actually conceives an invention and/or has contributed to conception of an invention with another inventor. All inventors need not make equal contributions. A person who merely carried out the lab or experimental instructions at the request of the PI may not qualify as an inventor.

2. Invention Related Dates:

Disclosure to TCO: Provide the date that you disclosed your invention to TCO.

Conception of Invention: This is the date that you created the mental concept of the invention or identified the means, in detail, for solving a problem. This date does not have to be exact.

Experimental Evidence for Invention: This is the date that you started collecting data for the information. You may consult your laboratory note books, or any written documents that keeps a record of your invention.

3. Title of Invention:

This should be a simple, non-confidential and commercially suitable title of your invention.

4. Appointments and Conflict of Interest (COI):

Appointments: Please indicate all appointments/memberships you may have had at the time of invention.

Conflict of Interest: The University recognizes the value of transferring technology and other activities to enhance public access to University research/scholarly activity and to further the economic development of the state and the nation. Additionally, participation by faculty and staff in external activities that enhance their professional skills or constitute public service may be beneficial to the University as well as the individual. It is critical that business transactions and the design, conduct or reporting of research/scholarly activity not be biased or compromised by any conflicting financial interest or other potential or actual personal gain of an investigator or the University or one of its units. Failure to comply may jeopardize existing or future funding, and erode public trust.

- Conflicts of interest exist when an individual's personal financial interests could improperly influence execution of his/her University responsibilities.
- Conflicts are not inherently unacceptable, but must be identified and managed to prevent damage to the individual and the institution.

5. Briefly Summarize the Invention:

Please provide as much information as possible to describe your invention and its potential applications. This description helps our office to better understand the technology and evaluate the patentability and commercialization potential of your invention.

6. What Are the Advantages of Your Invention Over the State-of-the-Art?

One criterion for a technology to be patentable is the novelty. In this section, please state in detail the advantages of your technology over the comparable technologies that already exist.

7. What Are the Practical and Commercial Applications of the Invention?

Please indicate the industry applications and industries that your invention impacts (such as: rapid diagnostic which would be used by grain suppliers, handlers, and importers). While there is usually a primary application for most inventions you should also include those secondary applications which immediately apparent (such as: infrared detection system for biodefense applications).

8. Please Indicate the Stage of Development of Your Invention

The stage of development is a critical question that both investors and companies asked in their evaluation of new technology. Indicate one of the following stages and include any supporting information (e.g. concept, early stage, bench prototype, industrial prototype, product, market, etc).

9. Does the Invention Possess Disadvantages or Limitations? How Might they Be Overcome?

Please state any limitations, problems or disadvantages that this technology may have and your proposed solutions to overcome these obstacles.

10. Please List any Companies You Find Are/Might Be Interested in Your Invention.

Inventors are a valuable source of companies and industry professionals that are aware of their research and applications. Please list all contacts (detailed information) that might have an interest in this technology.

11. Have the Enabling Elements of the Invention Been Disclosed to Anyone Outside of the University of Utah, Either Orally or in Writing?

If you have presented your data regarding your technology as a presentation, publication, poster, demonstration or any other means of communicating your findings, prior to disclosing it to the TCO, you need to indicate that in this section. Disclosure of your data or any information about your technology can effect the patentability and confidentiality of your technology. The TCO can assist in determining whether the information was enabling and what action to take in protecting the IP.

12. Do You Intend to Publicly Disclose the Essential Elements of the Invention in the Future, Either Orally or in Writing?

This would determine the speed of actions needs to be taken by our office to protect your invention. You may fill out the IDF far in advance to ensure that our office have sufficient time to evaluate and protect your technology.

13. Funding Sources:

Self explanatory

14. Did This Invention Utilize Data or Materials from Any of the Following?

Self explanatory

15. Please Identify Inventors Who Were Students at the University of Utah During the Conception and Development of Invention.

Self explanatory

16. Please List any Colleagues on Campus Who Are Knowledgeable about the Work and Its Potential Impact?

This list allows our office to identify those colleagues that may help for scientific review of your technology for potential impact, patentability and marketability of the technology.

17. Please list external researcher(s)/competitor(s) who work in the field related to this disclosure.

This list is beneficial to our operation in speeding up the process of patent search and analysis, prior art search, market research and commercialization of a technology. It is also helpful to track the process of patent filing of the external researchers.

18. Please Provide a Non-Confidential, Simple and Commercially Applicable Summary of the Invention.

This is an important element in the commercialization of your technology and your participation in all stages of the process is key to a successful licensing campaign. Please provide a non-confidential, simplistic and non-scientific description of the invention, why it is unique, its potential industry applications and what need it addresses to industry. This summary will be used by the TCO in all of its marketing efforts.

When you finish filling out the Form, please sign and date the document and return it to the TCO as soon as possible. Our office will begin evaluating your technology upon receiving the signed and dated Form. If you have any further questions, please contact our office at 801-581-7792 or email us at: disclosure@tco.utah.edu