**Invention Disclosure – CONFIDENTIAL**

**LEHIGH DOCKET No.**

***How to Use This Form***

*This is a protected Microsoft Word form. Simply tab or use your mouse to move between form fields. Each field will expand as you type. Please make your responses brief but complete. See page 4 for detailed instructions.*

**Title of Invention** (Broad, non-confidential – See Guidelines)

**Type and Brief Summary** (Attach abstracts, manuscripts, additional information – See Guidelines for help)

**What type of technology is your invention?** (Check one please)

**Hardware** **Software/Copyright** **Material/Chemistry** **Medical Device** **Diagnostic** **Therapeutic**

**Is this invention related to a previous invention, either here or from your previous institution:** Select….

**What does the technology do?** (Write a paragraph to describe the functionality and use of the invention.)

**Invention Support** (Add information where appropriate, select “No” if no funds were used for the research)

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| **Internal Lehigh Funds**  Identify the source and the amount of the internal (Lehigh) funding used to make this invention. | Select…. |
| **State or Federal Funds**  Federal or State Agency & Grant/Contract Number – Information should be consistent with  information provided to sponsoring agency in reports. | Select…. |
| **Foundation, Corporate, or other Funds**  Industry Sponsor Name, Grant/Contract Number. | Select…. |
| **3rd Party Materials or Data used in your research**  Any materials or data from another party? If so, please list the materials and the third party. | Select…. |

**Publication Dates (Public Disclosure)** Papers submitted or published, posters, theses/dissertations, conferences attended, meetings outside of Lehigh or with outside attendees, etc., including those that are planned/future.

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| **Event** | **Date** | **Reference/Comments** |
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**Commercial Potential** (List any current products on the market similar to this invention and potential companies that would be interested in licensing the invention.)

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| A. Closest known product to your technology: |
| B. Potential Licensees (List companies): |
| **C. Does this technology have the potential to fall under export control:** Select….  *If you are unsure about export control, please check 'need to discuss' and we will be happy to have this discussion after submission of this form. Please review the Export Control Information for Faculty at:* [*https://research.lehigh.edu/policies-guidance-forms/export-control-information-faculty*](https://research.lehigh.edu/policies-guidance-forms/export-control-information-faculty) |

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**First listed is the Primary Contact.** See Guidelines for additional info. Use additional page if needed.) All royalties payable to multiple inventors, under Lehigh University’s Intellectual Property Policy, will be split EQUALLY among inventors unless said inventors indicate their agreement for a different royalty distribution by filling in the distribution percentages in each Contributor box. This is a provisional distribution. Inventorship is a specific legal concept and if patent applications are filed, inventors will be

determined by a patent attorney later in the process. Royalty distributions may be revisited after inventors are formally identified.

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**Guidelines for Lehigh Invention Disclosure Form**

An invention disclosure should be made when something new and of practical utility has been conceived or developed, or

when unusual, unexpected, or nonobvious research results having clear practical implications have been realized from your research. It is important to understand that research translation may have profound societal and economic benefit to the United States and beyond.

The purpose of this invention disclosure form is used to report an invention made by faculty members, fellows, and staff members (including students on appointment as university employees), by anyone using University facilities, or by anyone collaborating with any of the above individuals (“Contributors”). This form helps in evaluation of your invention, to determine whether the invention is patentable, and to establish whether commercial development is feasible. The invention should be clearly described so that someone having knowledge in the field of the invention can understand the technical merits of the invention, its usefulness, and possible practical applications. Information that helps evaluators appreciate the invention will increase its ultimate chances for successful patenting and later market development. Contributors may be inventors for patentable inventions or authors for copyrighted works such as software.

The remainder of the disclosure covers certain general issues that need to be taken into account with every invention.

* **Inventorship/authorship:** Inventorship is a fundamental concept in patent law while authorship is a fundamental concept in copyright law. An inventor is a person who contributed to the conception of the invention that is claimed in the patent application, and an author is a person who contributed to the original authored works (Written code in a software program). Every person who has made an inventive contribution to the disclosed invention must be listed as an inventor or author. Those who do not have inventive contribution are not considered inventors or authors.
* **Public Disclosure:** For patentable inventions - Public disclosure is any non-confidential communication, written or oral, of an invention by an inventor to one or more persons of the public. When a public disclosure renders an understanding of an invention available to others, this can disqualify the invention from being protected by a patent in most countries. Some countries, including the United States and Japan, provide a 12-month grace period within which publication does not preclude seeking of patent rights. It is very important for the potential global protection of your invention that the invention be disclosed before ANY public disclosure.
* **Invention Funding:** Identification of the financial support used during the development of the invention helps determine whether there are contractual obligations to the United States government or to research sponsors. The federal government has very strict rules on handling of inventions emanating from federally sponsored research, and many grants and contracts create obligations to other research sponsors.

**Title of the Invention**

Use a brief title, omitting any confidential information, acronyms, and trademarks (title should be generic).

**Type and Brief Summary**

First, check which box clearly reflects the type of invention you have created. Write 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. Also:

1. Please attach a detailed description of the invention, advantages/improvements over existing methods/devices/materials, and possible modifications;
2. Please attach any related manuscripts, publications, presentations, posters, etc.; and
3. Please do **not** include any ITAR restricted/controlled information.
4. Check if this invention is related to any previous invention(s) you have disclosed whether here at Lehigh or at a previous institution you were employed. This is important to know as it may have an impact on the value or ownership of this invention. In addition, if this invention you are disclosing was conceived at but not disclosed to your previous institution, this is vital information for the OTT to know.

**Invention Support**

The University is required to report all inventions made with Federal funding to the relevant agency, so it is imperative that you provide details on all federally funded inventions, in particular the agency and the grant number. Please list all other potentially relevant grants, funds, collaborations, or materials received from third parties so we can do the appropriate reporting to the sponsoring groups and determine if there are any pending license rights to the invention.

**Publication Dates (Public Disclosure)**

Provide accurate dates and comments to enhance the understanding of critical events and/or make a note that you wish to discuss these issues with us. We are interested in any potential public disclosure (papers, posters, abstracts, talks, theses/dissertations, conferences, etc. - including those that are planned) of the invention, to help us and our lawyers evaluate any potential patent protection issues.

**Commercial Potential**

A. Identify any similar technologies or products that you know of currently being sold in the market or technologies being developed by companies, government labs, or universities.

B. List any companies that you know of that might be potentially interested in the invention and licensing the IP rights.

C. Export Control **IMPORTANT:** Select “Yes”, “No”, or “Need to Discuss” Do you know if your invention might be considered an export controlled technology. Consider this if you performed the research under a federal grant from the DoD. Lehigh University has an obligation to implement an export control compliance program to reduce the risk of export control violations. All employees and students must be aware of and are responsible for the export control implications of their work and must ensure their activities conform to export control laws and regulations. It is important for the Office of Technology Transfer to understand if the technology that is the subject of this invention disclosure is controlled by export regulations. Consult with the Office of Research Integrity for questions about determining whether the technology is subject to export control.

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**Declaration and Submission**

All Lehigh Contributors must review and sign the Declaration. To submit your Disclosure, please complete the form and email it to [ott@lehigh.edu](mailto:ott@lehigh.edu). Once received, the OTT Office will send out the form through DocuSign for signatures from all Lehigh Contributors. Non-Lehigh Contributors do not sign this form.

**Questions**

Contact Rick Smith, Director of the Office of Technology Transfer, at [res419@lehigh.edu](mailto:res419@lehigh.edu), call (610) 758-5841, and/or visit <http://techtransfer.lehigh.edu/>.

**Attorney-Client Privileged Communication**  
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