

**Invention Disclosure Form**

Office of Technology Commercialization (OTC)

University of Massachusetts Lowell

Email: [OTC@uml.edu](mailto:OTC@uml.edu)

**A few notes regarding the disclosure form and disclosure process**

***Disclose to OTC first, publish later:*** Disclosing your invention to OTC by no means proscribes publication; on the other hand, premature publication can have disastrous consequences, both legal and tactical, upon an effort to commercialize it by precluding the availability of patent protection in most countries.

***Disclose to OTC as soon as the invention is clearly conceptualized***: It is not necessary to wait until the invention is reduced to practice, and filing early may be beneficial, particularly when other groups are filing related patent applications.

***Consult with OTC staff:*** OTC staff can assist you with such questions as determining inventorship, procedures when more than one institution is involved and protecting patentable inventions from improper public disclosure.

**When to Disclose:** If you ***think*** you have made an invention, but you are not sure, then say so in your disclosure. Similarly, if you are uncertain as to whether your invention has commercial merit, say so. OTC can assist you in making such determinations. This form should be considered as a guide to assist in the invention disclosure procedure as required by the University’s Intellectual Property Policy.

**Completing the Disclosure Form:** If there are any questions that are unclear or do not apply to your invention, it is okay to leave them blank and we will contact you to help gather further information. This form should take minimal time to complete.

**What happens after you submit the Confidential Invention Disclosure Form?**

* OTC will be in contact with the team of inventors for any clarification or explanation needed in our evaluation (you’re the subject matter experts, not us!).
* We will keep you informed as we evaluate patentability and market potential, and we will discuss any decisions with you before they are made.
* If we file a patent application, our university designated patent attorney will speak to you to learn about the invention in more detail.
* You can send us the completed form in e-form, or scan and email it to OTC (OTC@uml.edu).



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[www.uml.edu/research/OTC/](http://www.uml.edu/research/OTC/)

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| --- | --- | --- | --- | --- |
|  | Inventor(s) & Title  (*Include middle name)* | Phone | Email\* | Department  (*If not UML, list employer*) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**\*** *non-UML email address**preferred for students & postdoctoral fellows*

1. Please provide a short title of the Invention
2. Please provide a brief description of the invention. (If you have a manuscript, data or other documentation that describes the invention in more detail, please include it in/attach it to the form.) ***In this section, only describe directly the invention that you have (e.g. New Material, Process or Method, Formulation, Device, System etc.). You can list Background and Benefits of the invention in Section #3.***
3. Describe what problem the invention overcomes and how it does so. How does the invention improve upon what was previously known, or upon existing products?
4. What products, or services, are made possible by the invention?
5. Do you know of any existing products, or services, that these might compete with?
6. Development Stage:
7. When was the invention conceptualized?
8. When was the invention reduced to practice or finalized (Initial data obtained)?
9. Have you presented or published the invention, or the research that led to it? Yes or No

If yes, provide **Where/Date/Format** (Abstract, Manuscript, Grant Application, Report, Presentation, Poster, and Internet):

1. Do you have any plans to present or publish in the **next 60 days**? If so, when and where?
2. Please list any publications or patents that you are aware of, that might be relevant to this invention. (We will do patent and literature searches.)
3. Do you know of any companies that might be interested in this invention? (We will research companies in this area.)
4. Do you have contacts at any of these companies? (We will also search for the right people.)
5. Which funding sources were used for this invention? Please provide the following information:

* Name of the sponsor agency (Federal, State, Company, UML’s Startup Fund, etc.):
* Federal Award Number:
* Federal Award Date:
* Internal Project Number:

1. Are you currently supported by another sponsor? If so, please explain.
2. Have you previously received support for similar/overlapping work? If so, please explain.
3. In this research did you use any materials provided by another institution or company?
4. Are you continuing to do research on this invention? If so, please describe briefly.
5. Who will be our primary point of contact for this invention, will there be a secondary?
6. Does this invention include or is it related to a part of Software?

Yes:

No:

If yes, please fill out the Software Disclosure Form. You can find that form on OTC webpage. <https://www.uml.edu/research/otc/faculty-resources/forms.aspx>

1. Is there anything else you think we should know?
2. Please sign below with your authentic handwriting to indicate (i) you are the original inventors, (ii) you will help the Office in the patenting process, and (iii) you will sign all documents that require your signatures.

***Signature(s) of Investigator(s)*:** I/We hereby assign, transfer, and convey all my/our rights, title, and interest in the invention described in this Invention Disclosure, for which the University asserts ownership under Section III.B. of the University of Massachusetts Intellectual Property Policy for the Lowell campus, to the University of Massachusetts.

***Distribution of Non-Equity Revenue Derived from Commercialization:***

Per UML IP Policy, in the case of multiple inventors or creators of commercialized Intellectual Property, their shares will be distributed as they unanimously agree or, in the absence of agreement, in equal portions. Unless all the inventors signing below indicate otherwise, please insert the percentage share in your “Name” column.

**All UML Inventors must sign below**:

|  |  |
| --- | --- |
| **Inventor No. 1** | |
| Inventor’s Name (include middle name): | |
| **Signature** | **Date** |
| Home Address (Street): | |
| Home Address (City, State, Zip): | |
| Country of Citizenship: | |

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| --- | --- |
| **Inventor No. 2** | |
| Inventor’s Name (include middle name): | |
| **Signature** | **Date** |
| Home Address (Street): | |
| Home Address (City, State, Zip): | |
| Country of Citizenship: | |

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| --- | --- |
| **Inventor No. 3** | |
| Inventor’s Name (include middle name): | |
| **Signature** | **Date** |
| Home Address (Street): | |
| Home Address (City, State, Zip): | |
| Country of Citizenship: | |

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| --- | --- |
| **Inventor No. 4** | |
| Inventor’s Name (include middle name): | |
| **Signature** | **Date** |
| Home Address (Street): | |
| Home Address (City, State, Zip): | |
| Country of Citizenship: | |

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| --- | --- |
| **Inventor No. 5** | |
| Inventor’s Name (include middle name): | |
| **Signature** | **Date** |
| Home Address (Street): | |
| Home Address (City, State, Zip): | |
| Country of Citizenship: | |