



INVENTION DISCLOSURE FORM

<i>FOR OFFICE USE ONLY</i>	Date Received: _____ PI Name: _____ ODU#: _____
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PURPOSE: This form enables Old Dominion University to identify and protect your invention and ensures the university remains compliant with sponsor reporting requirements and state and federal law.

WHEN TO SUBMIT: This form must be submitted **BEFORE** any public disclosure (e.g., presentations, publications, discussions, thesis posting).

INSTRUCTIONS: Complete this form to the best of your ability. Disclosures will only be finalized if they are submitted on this disclosure form and if the information is complete. For assistance, please reach out to the Office of Technology Commercialization (OTC) by email or phone. Additional information, including links to ODU’s intellectual property policy, can be found on the OTC website at www.odu.edu/

SECTION 1: INVENTION DETAILS

Title: Provide a brief, descriptive, and technically accurate title for the invention

Type of Invention: Mark all that apply

- Product Process Method Device Design Antibody
- Composition of Matter Software Animal, Transgenic Bacteria, Altered
- New Use of Known Drug/Product Plant, Asexual

Problem/Need: What specific technical problem or previous unmet need does your invention address?



Technical Description: Describe the invention and explain how it works (including materials, processes, concepts, algorithms, etc.) in enough detail for a technically competent person to understand. Attach extra pages, drawings, sketches, or data if necessary.



Experimental Data and Prototyping: Please describe and/or provide references to any experimental data supporting the development, status, performance, or use of the invention. Attach extra pages, drawings, sketches, or data if necessary.



Use of Proprietary Technology, Software, or Materials:

Is this invention dependent on the use of third party patented technology, software, or materials to function:

YES NO

If yes, please provide details (was it obtained under an agreement, purchased in the open market, etc.)

SECTION 2: COMMERCIAL POTENTIAL

Competitive Advantage: Describe how your invention improves upon existing technology (e.g., in cost, yield, performance, accuracy, simplicity, etc.).

Related Technologies ("Prior Art"): Please describe any relevant patents, publications, products, or other related technologies of which you are aware.



Search Keywords: Please list specific keywords that would aid others in searching for this (or similar) inventions.

Potential Licensees: Do you know of any existing companies that might be interested in utilizing this work (e.g. potential licensees) or that currently produce or performs similar products or services (e.g. potential competitors)?

Market Information: Please share any information about potential geographic markets, market segments, and their respective sizes.



SECTION 3: RECORDS & DISCLOSURES

Dates of Conception and/or Reduction to Practice:

*Earliest date of **Conception** (i.e. idea fully formed):* _____

*Earliest date of **Reduction to Practice** (i.e. successfully tested/built):* _____

List relevant records (e.g., Lab Notebook #, Location). Lab notebooks must be retained:

Public Disclosure History: Has this invention been disclosed, discussed, or presented anywhere to a person not covered by a non-disclosure agreement (NDA)? This includes presentations, publications, websites, discussions with sponsors/suppliers, and theses. ***This information is required by law.***

YES NO

If yes, please provide details of the **first disclosure** below:

Date:

Place/Event:

Type (e.g. Publication, Pr sentation, Discussion):

External Party (e.g. Company/Organization name):

External Party Representative (e.g. individual name(s)):

Expected Future Disclosures: Do you plan on any future written or oral disclosures (e.g., upcoming conferences, publications, etc.)?

YES NO

If yes, please provide details below:

Expected Date:

Title of Publication/Presentation:

Journal Name or Meeting:



SECTION 4. FINANCIAL SUPPORT

Sponsors: Please identify all Sponsors (government agency, company, etc.) that provided funds or in-kind contributions (facilities, labor, etc.) or any contributor utilized during the creation of this potential intellectual property. Please attach copies of grants if available. *Note: Sponsorship disclosure is important as funds received by any contributor during the creation process may result in sponsoring parties or agencies asserting a claim on ownership in the invention. Disclosure of funding is also required to meet legal obligations for VA State code and Bayh-Dole.*

Agency, Company, or Organization	
Award #	
Award Title	
Principal Investigator	
ODURF#	

Agency, Company, or Organization	
Award #	
Award Title	
Principal Investigator	
ODURF#	

Agency, Company, or Organization	
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Principal Investigator	
ODURF#	

Agency, Company, or Organization	
Award #	
Award Title	
Principal Investigator	
ODURF#	

Agency, Company, or Organization	
Award #	
Award Title	
Principal Investigator	
ODURF#	



SECTION 5. IDENTIFICATION OF ODU-AFFILIATED CONTRIBUTORS/INVENTORS & ASSIGNMENT TO ODU

Purpose: The language below explicitly identifies the ODU-affiliated contributors to/inventors of the intellectual property described in this disclosure and assigns the rights to said intellectual property to Old Dominion University, per university policy.

Instructions: It is important to identify all relevant contributors/inventors to (and their percentage ownership of) the intellectual property described in this disclosure. Intellectual property is often jointly developed with collaborators outside the university and, therefore, ownership of the intellectual property is often shared. You will be asked to identify what percentage of the total intellectual property is owned by ODU. If the ODU percentage is not 100% (i.e. it wasn't developed exclusively by ODU faculty/staff), those external contributors will be detailed explicitly in SECTION 6. Please complete this section fully by obtaining signatures from all ODU-affiliated inventors/contributors.

All persons who have contributed to the conception or reduction to practice of this work or invention must be identified. I /We (Assignor(s)) being an original inventor/applicant or otherwise having been assigned various inventive rights in and to any invention as described in this disclosure, do hereby assign to Old Dominion University ("Assignee"), all rights in and to any patent application and any patent, continuation, divisional (and any reissues or extensions) that may be granted thereon.

Therefore, for valuable consideration and/or in the course of employment with Assignee, the receipt of which is acknowledged, Assignor assigns the entire right, title, and interest in any invention contained therein (as well as such rights in any divisions, continuations in whole or part, or substitute applications) to Assignee for the entire term of any issued Patent and any reissues or extensions that may be granted and for the entire terms of any and all foreign patents that may issue from foreign applications (as well as divisions, continuations, in whole or part, or substitute applications) filed claiming the benefit of the Patent Application.

Assignor authorizes the United States Patent and Trademark Office to issue any Patents resulting from the patent application to Assignee. The right, title, and interest is to be held and enjoyed by Assignee and Assignee's successors and assigns as fully and exclusively as it would have been held and enjoyed by Assignor had this assignment not been made.

Assignor further agrees to: (a) cooperate with Assignee in the prosecution of the Application and foreign counterparts; (b) execute, verify, acknowledge, and deliver all such further papers, including patent applications and instruments of transfer; and (c) perform such other acts as Assignee lawfully may request to obtain or maintain the Patent for the invention in any and all countries.

By submitting this disclosure, the individuals named below hereby declare that all statements made herein of their own knowledge are true and that all statements made on information and belief are believed to be true.



Percentage of Total Potential ODU Ownership: Please state the total percentage of ODU ownership of the invention described in this disclosure. If all inventors/contributors are affiliated with ODU (i.e. there are no external collaborators or contributors), the percentage ownership should be listed as “100%”.

 %

ODU Contributor(s): Please identify all ODU-supported/affiliated contributors to the intellectual property described in this disclosure. If there are more than four ODU contributors, please attach additional signature page forms. (NOTE: Non-ODU contributors will be listed separately in SECTION 6).

ODU CONTRIBUTOR 1	
Name (First, Middle, Last)	
% of ODU Contribution	
Title	
Work conducted at	
Department	
Work Address	
Home Address	
Permanent Email Address	
Other Email Address	
Telephone (Home)	
Telephone (Work)	
ODU ID#	
Citizenship	
Signature & Date	

ODU CONTRIBUTOR 2	
Name (First, Middle, Last)	
% of ODU Contribution	
Title	
Work conducted at	
Department	



Work Address	
Home Address	
Permanent Email Address	
Other Email Address	
Telephone (Home)	
Telephone (Work)	
ODU ID#	
Citizenship	
Signature & Date	

ODU CONTRIBUTOR 3	
Name (First, Middle, Last)	
% of ODU Contribution	
Title	
Work conducted at	
Department	
Work Address	
Home Address	
Permanent Email Address	
Other Email Address	
Telephone (Home)	
Telephone (Work)	
ODU ID#	
Citizenship	
Signature & Date	



ODU CONTRIBUTOR 4	
Name (First, Middle, Last)	
% of ODU Contribution	
Title	
Work conducted at	
Department	
Work Address	
Home Address	
Permanent Email Address	
Other Email Address	
Telephone (Home)	
Telephone (Work)	
ODU ID#	
Citizenship	
Signature & Date	

SECTION 6. IDENTIFICATION OF NON-ODU CONTRIBUTORS/INVENTORS

Purpose: The language below explicitly identifies the non-ODU-affiliated contributors to/inventors of the intellectual property described in this disclosure.

Instructions: It is important to identify all relevant contributors/inventors to (and their percentage ownership of) the intellectual property described in this disclosure. Intellectual property is often jointly developed with collaborators outside the university and, therefore, ownership of the intellectual property is often shared. You will be asked to identify what percentage of the total intellectual property is owned by ODU. If the ODU percentage is not 100% (i.e. it wasn't developed exclusively by ODU faculty/staff), those external contributors are detailed explicitly in this section. For any contributor that is not an Old Dominion University employee, please provide that outside contributor's personal and institutional/corporate addresses. In addition, please provide any contact details of anyone managing the intellectual property of the outside contributor(s).



Name and Signature of ODU Principal Investigator: Name and signature of PI submitting this disclosure.

Print name _____ **Signature** **Date**

Percentage of Total Potential non-ODU Ownership: Please state the total percentage of non-ODU ownership of the invention described in this disclosure. If all inventors/contributors are affiliated with ODU (i.e. there are no external collaborators or contributors), the percentage ownership should be listed as “0%”.

%

Non-ODU Contributor(s): Please identify all non-ODU-supported/affiliated contributors to the intellectual property described in this disclosure. If there are more than two non-ODU contributors, please attach additional signature page forms. (*NOTE: ODU contributors are listed separately in SECTION 5*).

NON-ODU CONTRIBUTOR 1	
Name (First, Middle, Last)	
% of non-ODU Ownership	
Title	
Work conducted at	
Institution and Department	
Work Address	
Home Address	
Permanent Email Address	
Other Email Address	
Telephone (Home)	
Telephone (Work)	
Citizenship	
Institutional IP Management Contact Information	



NON-ODU CONTRIBUTOR 2	
Name (First, Middle, Last)	
% of non-ODU Ownership	
Title	
Work conducted at	
Institution and Department	
Work Address	
Home Address	
Permanent Email Address	
Other Email Address	
Telephone (Home)	
Telephone (Work)	
Citizenship	
Institutional IP Management Contact Information	