

**DREXEL UNIVERSITY/
DREXEL UNIVERSITY COLLEGE OF MEDICINE**
Entrepreneurship & Technology Commercialization Office
(Approved By the Associate Vice Provost)

INVENTION DISCLOSURE FORM INSTRUCTIONS

The purpose of this Invention Disclosure Form (IDF) is to record what was invented and the circumstances under which the invention was made. It provides the basis for a determination of patentability and the data for drafting a patent application. It is a very important document, and contributors should prepare it as completely as possible. An Invention Disclosure should be made when something new and useful has been conceived or developed, or when unusual, unexpected research results have been obtained.

The following instructions apply to the correspondingly numbered sections on the form:

1. **Date Submitted.** Provide the date that you submitted the invention disclosure to the Technology Commercialization Office.
2. **Descriptive Title of Invention.** Use a brief title, sufficiently descriptive to aid in identifying the invention. If you received a grant, you may use the grant title.
3. **Summary of Invention.** Briefly describe your invention in layman's terms. Please also submit as much supporting information as possible along with the disclosure form, which can be in the form of manuscripts, grant applications, slide/Powerpoint presentations, etc. Please provide the supporting information electronically if possible, and attach it to the same e-mail that contains the completed disclosure form. The combination of the lay description and the supporting technical detail will greatly facilitate evaluation of the invention and preparation of patent applications.
4. **Advantages over Current Methods.** Please briefly list what differentiates your invention from similar technologies of which you are aware. New inventions typically address a need. This section helps identify particular uses of the invention and provides context about how it relates to solving the particular problem and/or overcoming the limitations of existing approaches.
5. **Research Plan for the Next Year.** Please summarize what work is planned for the technology over the next twelve months or so. This helps define the current stage of development of the invention, and what type of progress can be expected in that time frame. It allows us to craft patent applications that anticipate new improvements, and build a stronger piece of intellectual property in the process.
6. **Joint Inventions.** Please identify any collaborators from organizations other than Drexel or DUCOM who participated in the research that created the invention. Please make sure their contact information is listed in Section 7.
7. **Contact Information.** Please include the names and contact information of all contributors for the subject invention. It is important that for each contributor this section be as complete as possible because the information is required by the US Patent and Trademark Office.
8. **Obligations to Others/Third Parties.** Please fill in this section completely. This information allows us to identify any contractual obligations that the University may have to funding

organizations and others who may have contributed to the research. Any patent applications filed for inventions created through government funding are required to acknowledge the government agency in the actual application and patent. Failure to include this information in the patent can result in loss of rights to the invention.

9. **Public Disclosure.** Please describe any prior or planned public disclosures of the invention.

Public disclosures can be in the form of:

- Proposal Submissions
- Articles in Newspapers
- Newsletters, Bulletins
- Textbooks, Journals, Theses
- Reports and letters to the editor
- Oral presentations
- Abstracts
- Poster Sessions

If you are not sure, please identify it or call 215-895-0306 to discuss. Please include copies of any of these materials as supporting information for the Summary of Invention.

10. **Licensing Opportunities.** Please identify any companies, entrepreneurs or investors who you are aware of that may be a good candidate to approach about commercializing the technology.

11. **Contributor's Signature.** All contributors named on the Disclosure Form must sign the form where indicated.