

SAM HOUSTON STATE UNIVERSITY
OFFICE OF RESEARCH ADMINISTRATION AND TECHNOLOGY COMMERCIALIZATION
TECHNOLOGY DISCLOSURE FORM

Disclosure No:

Date Received in RA:

NOTE: This statement shall be treated as confidential information except for specific sections as noted. Except for individuals engaged in the evaluation and approval process, the information will not be divulged to others without proper confidentiality agreements in place, except as required by law. The objective of the form is to obtain the information necessary to pursue and file a Provisional Patent Application. **Completion of this form does not guarantee that a patent shall be pursued by the Office of Research Administration.**

INFORMATION

1. TITLE: Non confidential title of the work:

2. KEYWORDS: Please list three to five descriptive keywords/phrases of the invention.

3. LEAD INVENTOR [with whom Research Administration should communicate regarding the technology]:

NAME

E-MAIL

DEPARTMENT

TELEPHONE

4. ABSTRACT: Provide a brief (two to three sentences), non confidential description of invention.

5. AREAS OF APPLICATION

(Describe below the areas of application and the needs addressed by the invention)

a. APPLICATIONS: List the areas of applications of invention, indicating the problem solved in the area by the invention:

b. ADVANTAGES: Describe the advantages, improvements and technical impact of the invention over existing practice (novel or unusual features).

c. DISADVANTAGES: List any known disadvantages of or problems with the invention.

6. STATE OF DEVELOPMENT:
Describe the current state of development of the invention (prototype, product developed, samples, etc.).

Has the invention been tested? ☐ Yes ☐ No

If yes, what kind of test(s)

When were the test(s) conducted?

7. COMMERCIAL INTEREST:
List any companies, and individuals within those companies, you feel may have a commercial interest in licensing the invention. (Indicate by special note those companies that have contacted you regarding the invention.)

8. INVENTORS: Please list all contributors/inventors (SHSU and non SHSU) below. An inventor is defined as an individual who contributes to the **conception** of the invention:

Inventor(s) Full Name	Business Address (include City/State/ Zip Code)	Home Address(include City/State/Zip Code)	Telephone #	E-mail Address	Citizenship	Affiliation*

*Note: If any SHSU contributors/inventors has other affiliations (i.e. receives salary from another party, is housed in other facilities other than university facilities), please list here.

9. PROPOSED ROYALTY DISTRIBUTION: Please enter the percentage credits for each contributor. The percentage credit is a representation of the distribution of proceeds and **not** an assessment of legal inventorship.

Name	% Credit	Name	% Credit

10. CONFLICT OF INTEREST (COI):

Does a Conflict of Interest exist? ☐ Yes ☐ No

If yes, has a COI Form been filed with the Provost? ☐ Yes ☐ No

11. MATERIALS:

Has a biological, chemical or physical material or substance been used in the creation of this invention?

☐ Yes ☐ No

If yes, was the material or substance obtained from others outside of the University?

☐ Yes ☐ No

If yes, was a Materials Transfer Agreement or similar document used to obtain the material or substance? **(If yes, please attach a copy of the agreement)**

☐ Yes ☐ No

If no, please identify source and explain.

12. SOFTWARE: Is this technology software or an algorithm?

☐ Software

☐ Algorithm

☐ N/A

13. SPONSORED RESEARCH: List specific University research support as well as external funding. List all sources, including matching funds:

Agency/Sponsor/Company	Principal Investigator	Agency/Grant/Project No.	University Account No.

14. IMPORTANT DATE: For the following events relating to the invention, please list the corresponding date and explanation.

Event	Date	Explanation
Initial Idea		
First Oral/Written Description of the Invention		
Level of Testing Completed (Lab Scale, Prototype, etc.		
Prototype Completed		
First Publication (Written or Oral)		
Other External Oral or Written Disclosures		

SUPPORTING DOCUMENTS: Attach or e-mail dandavis@shsu.edu copies of all witnessed lab notebook pages showing date of discovery, **ALL** publications (submitted or drafted), presentations (written or oral), printed abstracts, journal articles, poster presentations, industry presentations, etc. Provide any documentation showing initial thoughts/ideas/concepts.

15. PUBLICATIONS/PRESENTATIONS: (past, present and planned): Provide the date and description of all planned publications, oral presentations, poster sessions, abstracts, preprints or other public dissemination of the invention:

Date	Description

16. INVENTION: Provide a **FULL** description of the proprietary information. This information should be in such detail as to “teach” the invention and to provide the basis for a patent application. Someone skilled in the art should be able to reproduce the invention within a reasonable period of time based on the information supplied here.

a. **DESCRIPTION:** Provide a complete detailed description of the invention (attach separate sheets if necessary). Publications, detailed abstracts or other materials that fully describe the invention may be attached in place of this description.

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b. STATE OF THE ART: Provide a complete description of the state of art prior to the invention. Include a list of any literature references, patent applications, or issued patents of which you are aware. Cite source of literature or patent search information (attach separate sheets if necessary).

17. FUTHER R&D: Outline the further research and development, if any, that would greatly enhance the state of development of the invention.

18. COMMENTS: Provide any other comments regarding your proprietary information and the associated patent application.

19. SIGNATURES: Inventor's/Contributors's signatures (This Disclosure is submitted under the TSUS, Patent Policy III 12.9 Duty to Disclose Discoveries and Inventions).

In accordance with the TSUS Patent Policy, acceptance of which is required by University policy as a condition of employment, I herein acknowledge that the University owns the full right, title and interest to all inventions/discoveries/works disclosed herein and further confine my assignment of all right, title and interest in the disclosed invention to Sam Houston State University, together with all patents/copyrights/trademarks covering said invention/discovery/work.

List Inventor's/Contributor's Name	Signature	Date

Note: If you need to include additional information, please begin a new page to enter information or attach any appropriate documentation. Thank you.