**Invention Disclosure Form**

This Invention Disclosure Form (IDF) is the first step in Jacksonville University’s process of identify intellectual property (IP) and determining how to proceed with the innovation. This determination process includes decisions about ownership and patenting as well as licensing.

An IDF should be submitted with something new and useful has been invented. Examples include but are not limited to medical devices, electrical circuits, computer software, manufacturing processes, new bacteria, newly discovered genes, methods of doing business, and uniquely shaped or ornamented articles or objects Completed IDFs are important legal documents in that they record what has been invented as well as the circumstances which the invention was made.

Submitted IDFs are treated as confidential until a patent application is filed or the invention is publicly discloses (I.e., via an inventor’s publication). Accordingly, prior to a patent filing or public disclosures, the information in submitted IDFs will not be distributed except (a) to research sponsors as may be stipulated by contract, (b) to parties that are under attorney-client privilege or confidentiality agreements, or (c) as may be required by law.

All documents submitted to the Office of Research & Sponsored Programs are treated as confidential, including technical and personal information within this Invention Disclosure Form.

Please submit completed form to Renee Rossi at rrossi@ju.edu

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1. **INVENTION INFORMATION**
	1. **Title of Invention:**

*Title should be ideally 4-8 words , simple, and non-confidential. The title won’t necessarily be the title of a patent.*

Click or tap here to enter text.

* 1. **Summary of Invention:**

*Include novel features and benefits. You can insert your summary or attach it to this IDF.*

Click or tap here to enter text.

* 1. **Detailed Description of Invention (attach description to this doc).**

*Include (a) motivation for the invention such as the problems it solves or opportunities it address, (b) general utility of invention, (c) advantages and disadvantages in comparison to current and potential alternatives to the invention, (d) best ways of using the invention as well as possible variations, drawings, schematics and flow diagrams as appropriate, and (f) references to relevant publications and patents.* You are encouraged to attach *any drawings, figures, graphs, supporting manuscripts, posters, abstracts, presentation slides, etc., that would assist the ORSP in understanding the intellectual property).*

1. **COMMERCIALIZATION INFORMATION**
	1. **Possible commercial applications of Invention.** Include speculative uses.

Click or tap here to enter text.

* 1. **Companies\*, Entrepreneurs or Investors** that might commercial and license this *Invention.*

*\*If an inventor on this IDF has a financial interest in a company listed below, please note where indicated.*

|  |  |  |
| --- | --- | --- |
| Name of Company, Entrepreneurs, or Investors | Inventor Financial Interest? (yes/no) | Inventor last name (if yes) |
|  |  |  |
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1. **FUNDING INFORMATION**

*This section must be completed to assure that inventors and the University meet any obligations to sponsors/funders. Include all agencies, organizations and companies that provided funds or resources, including internal sources such as EPIC and internal grant programs, that were used by any inventor that led to the conception or reduction to practices of this invention. If no grant/contract funds were used in the development of this invention, please write “None” in the space provided.*

* 1. **Funding that led to the development of the Invention**

Click or tap here to enter text.

* 1. **Potential Encumbrances**

*If the research that led to this invention used any proprietary materials (e.g., cell line, antibody, plasmid, chemical compound or computer software) that were obtained under a restrictive written (or oral) agreement, then attach that agreement. If the research that led to this invention used any of the following proprietary resources, then check and summarize all that apply.*

|  |  |
| --- | --- |
| **Proprietary Material Type** | **Description** |
| Proprietary database |  |
| Proprietary assay, etc. |  |
| A material not owned by JU obtained via a Material Transfer Agreement (MTA): |  |
| Other: |  |

* 1. **What plans, if any, are being made for advancing this IP? Is funding in place to do so?** (*If possible, explain what additional development steps would be required to make this IP ready for commercialization.)*

Click or tap here to enter text.

1. **TIMELINE INFORMATION**

***This section is critical to establishing this invention’s patenting evaluation plan and strategy. Note that submitting an IDF to the University is not the same as filing a patent application.***

Click or tap here to enter text.

* 1. **Date and circumstance of first conception of invention**

Click or tap here to enter text.

* 1. **Date of first written description of invention**

Click or tap here to enter text.

* 1. **Date and circumstance of first reduction to practice of invention**

Click or tap here to enter text.

* 1. **\*\*Date and circumstance of first public enabling disclosure of invention\*\***

**This IMPORTANT date establishes bar dates (deadlines) for filing patent applications.**

Click or tap here to enter text.

* 1. **Date and circumstance of disclosures to parties that aren’t JU employees**

Click or tap here to enter text.

* 1. **Date and citation of planned or actual submitting of material (report, paper, thesis, etc.) containing enabling description of invention.**

Click or tap here to enter text.

1. **INVENTOR INFORMATION**: Please list all individuals who contributed to the conception of the invention, including students and non-JU personnel. The Primary Investigator should be the first contributor listed; this person will be the primary contact for additional information and for all correspondence. Determination of inventorship is a legal matter and will be determined by legal counsel.

**Inventor #1**

|  |  |
| --- | --- |
| **Inventor Signature**  | **Signing Date** |
| Inventor Name (printed) | Inventor Title/Position with Employer |
| Inventor Employer when invention developed | Employer Department |
|  |  |
| Inventor BUSINESS address |  |
|  |
| Inventor HOME address |  |
|  |
| Inventor Email Address | Alternate Email Address |
|  |  |
| Inventor work phone | Inventor cell phone |
|  |  |
| Inventor Country of Citizenship (required for patenting) | If JU employee, date of hire: |
|  |  |

**Inventor #2**

|  |  |
| --- | --- |
| **Inventor Signature**  | **Signing Date** |
| Inventor Name (printed) | Inventor Title/Position with Employer |
| Inventor Employer when invention developed | Employer Department |
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| Inventor BUSINESS address |  |
|  |
| Inventor HOME address |  |
|  |
| Inventor Email Address | Alternate Email Address |
|  |  |
| Inventor work phone | Inventor cell phone |
|  |  |
| Inventor Country of Citizenship (required for patenting) | If JU employee, date of hire: |
|  |  |

Inventor #3

|  |  |
| --- | --- |
| **Inventor Signature**  | **Signing Date** |
| Inventor Name (printed) | Inventor Title/Position with Employer |
| Inventor Employer when invention developed | Employer Department |
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| Inventor BUSINESS address |  |
|  |
| Inventor HOME address |  |
|  |
| Inventor Email Address | Alternate Email Address |
|  |  |
| Inventor work phone | Inventor cell phone |
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| Inventor Country of Citizenship (required for patenting) | If JU employee, date of hire: |
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Inventor #4

|  |  |
| --- | --- |
| **Inventor Signature**  | **Signing Date** |
| Inventor Name (printed) | Inventor Title/Position with Employer |
| Inventor Employer when invention developed | Employer Department |
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| Inventor BUSINESS address |  |
|  |
| Inventor HOME address |  |
|  |
| Inventor Email Address | Alternate Email Address |
|  |  |
| Inventor work phone | Inventor cell phone |
|  |  |
| Inventor Country of Citizenship (required for patenting) | If JU employee, date of hire: |
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Inventor #5

|  |  |
| --- | --- |
| **Inventor Signature**  | **Signing Date** |
| Inventor Name (printed) | Inventor Title/Position with Employer |
| Inventor Employer when invention developed | Employer Department |
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| Inventor BUSINESS address |  |
|  |
| Inventor HOME address |  |
|  |
| Inventor Email Address | Alternate Email Address |
|  |  |
| Inventor work phone | Inventor cell phone |
|  |  |
| Inventor Country of Citizenship (required for patenting) | If JU employee, date of hire: |
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Inventor #6

|  |  |
| --- | --- |
| **Inventor Signature**  | **Signing Date** |
| Inventor Name (printed) | Inventor Title/Position with Employer |
| Inventor Employer when invention developed | Employer Department |
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| Inventor BUSINESS address |  |
|  |
| Inventor HOME address |  |
|  |
| Inventor Email Address | Alternate Email Address |
|  |  |
| Inventor work phone | Inventor cell phone |
|  |  |
| Inventor Country of Citizenship (required for patenting) | If JU employee, date of hire: |
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Inventor #7

|  |  |
| --- | --- |
| **Inventor Signature**  | **Signing Date** |
| Inventor Name (printed) | Inventor Title/Position with Employer |
| Inventor Employer when invention developed | Employer Department |
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| Inventor BUSINESS address |  |
|  |
| Inventor HOME address |  |
|  |
| Inventor Email Address | Alternate Email Address |
|  |  |
| Inventor work phone | Inventor cell phone |
|  |  |
| Inventor Country of Citizenship (required for patenting) | If JU employee, date of hire: |
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