**Invention Disclosure Form**

**Instructions**

The **Research Disclosure Form (below)** should be completed when UNLV employees believe they may have made a discovery, created a new and useful invention, or improved an existing technology, product, or process. Pursuant to UNLV Intellectual Property Policy, all UNLV employees have a responsibility to disclose any invention to the Office of Economic Development if significant university resources were used in its conception or creation. This disclosure form is an important document with potential legal implications and must be completed in its entirety before the Office of Economic Development can begin evaluating the invention.

Please see the UNLV Intellectual Property Policy for additional information:<http://www.unlv.edu/assets/research/policies/Research-IntellectualPropertyPolicy.pdf>

Should you have any questions or need assistance in completing this form, please contact the Office of Economic Development at (702) 895-0932. Please consider the following instructions as you complete the form:

1. **Title of Research:** Provide a brief title that identifies the general nature of the research disclosure.
2. **Invention Description:** Provide a brief summary of the invention in layman’s term that may be used to generate interest from potential licensees.
3. **Public Disclosure:** Provide the date and descriptions, if any, through which you may have disclosed or revealed the invention to non-UNLV personnel. This includes the date of any printed or electronic publications (e.g., internet or oral/poster presentations) that were made available to the public or to conference attendees. Attach copies of publications, papers, abstracts, presentations, and/or summaries of discussions with any non-UNLV personnel.
4. **Funding Sources:** UNLV is required to report to extramural agencies when the agency’s funding has contributed to the development or reduction to practice of an invention. List all funding sources used (federal or commercial) in the development or reductions to practice of the invention. Include a copy of any related funding agreement, award agreement or grant award.
5. **Possible Non-UNLV Contributors or Non-UNLV Ownership:** Please identify any individuals outside of UNLV or affiliated with another institution(s) that you believe may have contributed to any part of the development or conceptualization of this invention. Also identify any parts of the invention that may have been obtained from an organization outside of UNLV through a material transfer agreement or confidential disclosure agreement, an existing piece of equipment, etc. Please list contact name, organization, and material, if any.
6. **Taxonomy:** Please indicate if the invention can be classified into one of any of the following groups: Electronic/Computer/Software/Apps, Life Sciences/Agriculture, Chemistry, Mechanical Engineering, Pharmaceutical/Biotech or Other.
7. **Export Control:** Please indicate if the disclosure of this invention is regulated by any U.S. export control laws and regulations pertaining to export of technical data, services, and commodities.
8. **Invention Assignment and Acknowledgement** **of UNLV Intellectual Property Policies:** Pursuant to UNLV Policy, signature on this research disclosure form confirms assignment of rights to UNLV. It further acknowledges your agreement to assist UNLV in obtaining and protecting any intellectual property rights for such invention, whether or not patentable, and/or know-how, including executing any papers necessary or useful for such purposes.
9. **UNLV Employee Information/Department Chair and College Dean Signatures:** Identify all UNLV employees who you believe have contributed to the conception or development of the invention. The requested information is necessary for the proper patent application filings. A signature and date is required by all listed employees to acknowledge acceptance of the completed form and assignment of rights. Actual patent inventorship is a legal determination, and will be made by legal counsel and all named inventors must be included on the research disclosure form upon this determination. A signature from the Department Chair and College Dean for each UNLV employee is required to acknowledge awareness of the invention. If more than one UNLV employee belongs to the same department, only one signature is needed for the Department Chair and College Dean in this case. In the event an UNLV employee is also the Department Chair and College Dean, the form must be signed by the individual to whom the UNLV employee reports.
10. **Required Attachments:**

**Technical Description:** Attach a detailed technical description of the invention, with photographs, drawings, or any other materials as appropriate. The description should be as detailed as possible and should include the construction, chemical structure or composition components, principles involved, details of operation and alternative methods of construction, and formulation or operation if known. The description should cover the following points:

* + - * Problem to be solved or purpose of invention
      * How the invention solves the problem and advantages the invention has over current methods
      * Related technologies in current use or old manner of performing the function of the invention
      * Disadvantage of existing technologies
      * Current status of the invention development
      * Experimental data and overview of experiments conducted

**Background Information:** Attach copies of publications, manuscripts, or other descriptions of the invention in progress by you or others that provide a background to the current state of knowledge in the field of the invention. Provide copies of any known prior art.

**Additional Information:** Identify any existing agreements with industry such as licenses, research collaboration consulting, nondisclosures, or material transfer agreements that you feel may be applicable to this invention or its use. Identify competitive products or other aspects of the invention that will assist the Office of Economic Development in evaluating and licensing the invention. Provide the names of any organizations that you are aware of that may be interested in using, developing, or marketing the invention. Include names and titles of contacts if known.

1. **Additional Attachments (Optional):**

**Commercial Information:** Attach adescription of a market for the technology, existing related products, and competitive technologies.

**SUBMIT THE COMPLETED INVENTION DISCLOSURE FORM TO:**

E-mail an electronic copy to: [donna.morell@unlv.edu](mailto:donna.morell@unlv.edu)

AND

Please forward a signed copy of the form to:

Donna Morell

Program Coordinator, Office of Economic Development and Technology Transfer

FDH 314

Mail Stop 1092

University of Nevada, Las Vegas

4505 S. Maryland Parkway, Box 451092

Las Vegas, Nevada 89154-1092

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**Invention Disclosure Form**

***Privileged and Confidential***

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| **Office Use Only**  Case No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Submitted Date\_\_\_\_\_\_\_\_\_\_\_\_  Recorded by\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- |
| 1. | **Title of Research:** |
| 2. | **Invention Description*:***  *Brief, layman’s description of the invention that can be used to market the technology to potential licensees. Please provide the invention description as an attachment should it not fit within the contents of this field.* |
| 3. | **Public Disclosure:** \_\_\_No \_\_\_Yes \_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Description  *(Date of public disclosure and description of such event. Attach copies of publications, papers, abstracts, presentations, and/or a summary of discussions with any non-UNLV/NSHE personnel.)* |
| 4. | **Funding Sources:** *List all funding sources used in the development or reduction to practice of the invention.*  \_\_\_None  \_\_\_Federal Funding  Name of Agency(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grant Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  UNLV Account Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_Faculty Opportunity Award(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_Other – Industry, Society, Organizations, Universities, etc.  Name of Business or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. | **Possible Non-UNLV Contributors or Non-UNLV Ownership:**  \_\_\_No \_\_\_Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name, Organization and Material, if any) |
| 6. | **Taxonomy**: \_\_Renewable Energy \_\_Electronic/Computer/Software/Apps \_\_Chemistry  \_\_Life Sciences/Agriculture \_\_Mechanical Engineering \_\_Pharmaceutical/Biotech  \_\_ Medical Devices/Imaging \_\_ Education \_\_Other |
| 7. | **Export Control:** Is the disclosure of this invention regulated by any U.S. export control laws and regulations pertaining to export of technical data, services, and commodities [i.e., International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), or Office of Foreign Assets Control (OFAC) Regulations]? No\_\_\_ Yes\_\_\_ |
| 8. | **Invention Assignment and Acknowledgement of UNLV Intellectual Property Policies:** Pursuant to UNLV Intellectual Property Policy, ownership of inventions shall be determined as follows, except when donated to the public or as otherwise specified in a written agreement between the NSHE on behalf of UNLV and a third party entity. Inventions shall belong to the NSHE if: (1) the invention is conceived or reduced to practice by UNLV/NSHE personnel and the invention is directly related to the field of expertise for which the UNLV/NSHE employee was hired, or (2) through use, by any person, of significant university resources such as facilities, materials, equipment, personnel, or funds, or other resources that are under the control of or administered by UNLV. |
| 9. | **UNLV Employee Information/Department Chair and College Dean Signatures:** Identify all UNLV employees who you believe may have contributed to the conception or development of the invention. The requested information is necessary for the proper distribution of potential royalties and for patent application filings. A signature and date is required by all listed UNLV employees to acknowledge acceptance of the completed form and assignment of rights. Actual patent inventorship is a legal determination that will be made by legal counsel and, at a minimum, all named inventors must be included on the Research Disclosure Form upon this determination.  Note: Please list possible non-UNLV contributors or ownership in Section 5.  A signature from the Department Chair and College Dean for each UNLV employee is required to acknowledge awareness of the invention. If more than one UNLV employee belongs to the same department, only one signature is needed for the Department Chair and College Dean in this case. In the event an UNLV employee is also the Department Chair and College Dean, the form must be signed by the individual to whom the UNLV employee reports.  Note: If additional inventor/contributor fields are needed, please print an additional page. |
|  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Inventor/Contributor Signature | | | Date | | | Print Name | | | | Department & Office Location | | | | Work Phone | | | UNLV Employee No. | | | Home Address | City, State, ZIP Code | | | | | | | Country of Citizenship | | Department Chair Signature | | | | | Print Name | | | | | College Dean Signature | | | | | Print Name | | | | |  | | | | | | | | | | Inventor/Contributor Signature | | | Date | | | Print Name | | | | Department & Office Location | | | | Work Phone | | | UNLV Employee No. | | | Home Address | City, State, ZIP Code | | | | | | | Country of Citizenship | | Department Chair Signature | | | | | Print Name | | | | | College Dean Signature | | | | | Print Name | | | | |  | | | | | | | | | | Inventor/Contributor Signature | | | Date | | | Print Name | | | | Department & Office Location | | | | Work Phone | | | UNLV Employee No. | | | Home Address | City, State, ZIP Code | | | | | | | Country of Citizenship | | Department Chair Signature | | | | | Print Name | | | | | College Dean Signature | | | | | Print Name | | | | |  | | | | | | | | | | Inventor/Contributor Signature | | Date | | | | Print Name | | | | Department & Office Location | | | | Work Phone | | | UNLV Employee No. | | | Home Address | City, State, ZIP Code | | | | | | | Country of Citizenship | | Department Chair Signature | | | | | Print Name | | | | | College Dean Signature | | | | | Print Name | | | | |  | | | | | | | | | | Inventor/Contributor Signature | | Date | | | | Print Name | | | | Department & Office Location | | | | Work Phone | | | UNLV Employee No. | | | Home Address | City, State, ZIP Code | | | | | | | Country of Citizenship | | Department Chair Signature | | | | | Print Name | | | | | College Dean Signature | | | | | Print Name | | | | |  | | | | | | | | | | Inventor/Contributor Signature | | Date | | | | Print Name | | | | Department & Office Location | | | | Work Phone | | | UNLV Employee No. | | | Home Address | City, State, ZIP Code | | | | | | | Country of Citizenship | | Department Chair Signature | | | | | Print Name | | | | | College Dean Signature | | | | | Print Name | | | | |
| 10. | **Required Attachments:**   * Technical Description – A detailed technical description of the invention, with photographs, line drawings, sketches or any other materials as appropriate. The description should include the problem to be solved or purpose of the invention, how the invention solves the problem and advantages over current methods, related technologies in current use or old manner of performing the function of the invention, disadvantage of existing technologies, current status of development, experimental data and overview of experiments conducted. * Background Information – Copies of key publications, manuscripts or other descriptions of the invention in progress by you or others that provide a background to the current state of knowledge in the field of the invention. Provide copies of any known prior art. An analysis of differences between and benefits from practice of the present invention as an advance over the background information. * Additional Information – Copies of existing agreements such as license, research collaboration, consulting, nondisclosure or material transfer agreements; information regarding existing related technologies; competitive products; potential investors and licensees. |
| 11. | **Additional Attachments (Optional):**   * Commercial Information – A description of a market for the technology, existing related products, and competitive technologies. |

Updated July 9, 2014