Appendix 1

Loyola University Maryland
Invention Disclosure Form

1. Title *should be sufficiently descriptive to aid in identifying the invention*:

Please provide the following information, keeping in mind that this disclosure will assist in the decision as to whether a patent application should be filed. Factors such as market potential, technical feasibility, degree of development required, interest by potential licensees, commercial impact, are important to making a determination. This disclosure will be reviewed by individuals who are not experts in your area of research; therefore, your efforts to help them understand your invention on the basis of the above criteria will be greatly appreciated.

2. Description of the invention:

a) **General purpose** *Is the invention a new process, composition of matter, a device, or one or more products? A new use for, or an improvement to, an existing product or process?*

b) **Technical description** *A detailed description that will be a primary source of information for the patent application.*

c) **Utility** *What are the possible uses for the invention (in or outside your particular field or application area)? What problems does it solve? How is the invention used to obtain this utility? In addition to immediate applications, are there any other uses that might be realized in the future?*

d) **Novelty** *What are the advantages and improvements over existing methods, devices or materials? What features are believed to be new?*

e) **Steps involved** *If the invention is a composition of matter, a device, or a product, how is it made? If the invention is a process, what are the steps involved?*

f) **Limitations** *Does the invention possess any disadvantages or limitations? Can they be overcome? How? Are there competing ways to solve the same problem(s)?*

g) **Variations** *Discuss possible variations and modifications that can be envisioned. List close or related patents, if known.*

3. Resources Utilized: *Please describe any Loyola resources that contributed to the creation of the Invention. Indicate the extent of usage for all resources indicated.*

4. Grant(s) or Contract(s): *If the invention was made in connection with any sponsored research, provide the names of all sponsors, including government, corporate and foundation sponsors and project titles. If not sponsored, please indicate "None."*

5. History of the Invention: *Please record the history of the invention, giving attention to the legally important events of conception (5a), the first actual reduction to practice (5d), and the establishment of a publication bar (5e,f). In the United States a patent application must be filed no later than one year after the publication describing the associated invention. In most other countries, filing must take place before the invention is known or available to others or published. Copies of signed and dated notebook pages validating the dates cited will be valuable attachments.*

a) Date invention first conceived by inventor(s): _____

b) Date first sketch of invention prepared: _____

c) Date first written description prepared: _____

d) Date of first successful demonstration, if any: _____

e) Date of first external oral presentation or disclosure which describes the invention, if any. Attach copies of presentation materials if possible. _____

f) Date of first publication containing description of invention, if any. Attach copies: _____

g) If not previously disclosed orally or in writing, are there plans to do so? What are the dates of planned disclosures? _____

6. Potential Licensees: *Has the invention been described to industry representatives? When and where did the description take place? Was the invention described in a specific or in a general fashion? Did they express any interest? Name companies and specific individuals and their titles, if possible. Do you know of other firms that might be particularly interested? Include as many possibilities as you can.*

7a. **Principal Inventor** *Identify all inventors. An inventor is an individual who has conceived an essential element of the invention either independently or jointly with others, during the evolution of the invention concept.*

Full Name:	**Social Security #:**	**Citizenship:**

Position at Loyola *for non-Loyola inventor, institutional/corporate affiliation*	**Departmental Affiliation** ***with position/title***

Work Phone:	**Fax Number:**	**e-mail address:**

Work address	**Home address and home phone.** *Certain documents that must be filed with patent applications require the inventor's home address.*

Percent contribution to invention *The percentages must be agreed to among the inventors. By signing this document, each co-Inventor agrees to the percentage contribution to the Invention and the percentage share accruing to each co-Inventor in the event Loyola obtains a patent and receives income from the commercialization of the invention.*	**X%**

Inventive steps made by this inventor *List the specific contributions made by this inventor to the overall invention.*

This disclosure is being made to Loyola University Maryland. I hereby agree to cooperate in the filing of patent applications and to make any assignments of ownership that may be required by Loyola.

Inventor's Signature	**Date Signed**

7b. **Co - Inventors** *Identify all inventors. An inventor is an individual who has conceived an essential element of the invention either independently or jointly with others, during the evolution of the invention concept.* ***Cut and paste this section to add additional co-Inventors.***

Full Name:	**Social Security #:**	**Citizenship:**

Position at Loyola *for non-Loyola inventor, institutional/corporate affiliation*	**Departmental Affiliation** ***with position/title***

Work Phone:	**Fax Number:**	**e-mail address:**

Work address	**Home address and home phone.** *Certain documents that must be filed with patent applications require the inventor's home address.*

Percent contribution to invention. *The percentages must be agreed to among the inventors. By signing this document, each co-Inventor agrees to the percentage contribution to the Invention and the percentage share accruing to each co-Inventor in the event Loyola obtains a patent and receives income from the commercialization of the invention.*	**X%**

Inventive steps made by this inventor *List the specific contributions made by this inventor to the overall invention.*

This disclosure is being made to Loyola University Maryland. I hereby agree to cooperate in the filing of patent applications and to make any assignments of ownership that may be required by Loyola.

Inventor's Signature	**Date Signed**

For questions or additional information, please contact Nancy Dufau, Director, Office of Research and Sponsored Programs at ext. 2004.

Completed forms should be sent to the Office of Research and Sponsored Programs, BE 116.