

**CONFIDENTIAL**  
**INTELLECTUAL PROPERTY (IP) DISCLOSURE**

**TITLE AND DESCRIPTION OF INVENTION**

Type of Work: Invention  Software  Book  Article  Video  Film   
Other  (Description)

Short Title of Intellectual Property (**non-confidential**):

Confidential Description (**please attach additional sheets**):

Yes  No Is this intellectual property related to a previous disclosure to Radford University? Disclosure No. \_\_\_\_\_

**ORIGINATOR(S) / INVENTOR(S)** (Determine Inventor(s)-see Inventorship under DEFINITIONS section below;

list inventor(s) in the order they wish to appear on the patent)

Originator/Inventor (1)	Phone	Fax	E-mail
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Address: Department/Center  
Title/Position: \_\_\_\_\_

Originator/Inventor (2)	Phone	Fax	E-mail
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Address: Department/Center  
Title/Position: \_\_\_\_\_

Originator/Inventor (3)	Phone	Fax	E-mail
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Address: Department/Center  
Title/Position: \_\_\_\_\_

Originator/Inventor (4)	Phone	Fax	E-mail
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Address: Department/Center  
Title/Position: \_\_\_\_\_

**RELEVANT SPONSORSHIP AND OTHER AGREEMENTS**

Yes  No  1. Was this invention developed with the use of any externally sponsored grant/contract funds? If yes, please identify all agreements below:

Agency or Sponsor	Grant/Contract No.	RU Fund No.	Principal Investigator
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2. Did this invention use any material obtained via a **Material Transfer Agreement? If yes, submit copy of MTA.**

3. Did you transfer to any researcher outside of Radford University any new materials related to this invention?

4. Have you entered into any other agreements (MOUs, consortia, consulting agreements, etc.) which may grant rights of any sort in this invention to a company or party outside of Radford University? If yes, please attach.

INTELLECTUAL PROPERTY DISCLOSURE

CONFIDENTIAL

DATES OF CONCEPTION, REDUCTION TO PRACTICE, AND PUBLIC DISCLOSURE

(see DEFINITIONS for bolded terms)

Date of **conception** of invention:

Is this date documented in writing?  Yes  No **If yes**, where:

Date of **first reduction to practice**:

Dates of disclosure (oral, written, or electronic) and names of persons or companies to whom disclosed **under a confidentiality agreement**. Dates and Names:

Dates of disclosure (oral, written, or electronic) and names of persons or companies to whom disclosed **under a confidentiality agreement**. Dates and Names:

Date of **first publication or oral disclosure** (electronic, print, thesis, or other media):

If unpublished and undisclosed, provide the anticipated disclosure date and any submissions already made for potential publication:

DETERMINATION OF OWNERSHIP

Complete and submit **Attachment A, Review of University Ownership** and complete the following:

**Inventor Owned** We do not believe the university has any rights or ownership to the intellectual property disclosed. **DO NOT SIGN BELOW.**

**University Owned** **SIGN BELOW.** RUIP shall share any royalty income derived from this disclosure according to its standard policies. University inventors must complete Royalty Sharing (Attachment B) and Commercial Applications (Attachment C).

By signing below, all university originators/inventors agree to assign, and hereby assign, all right, title and interest to this intellectual property to Radford University (RU) and agree to execute all documents as requested, assigning to RU their rights in any patent application or other intellectual property protection filed on this invention, and to cooperate with Radford University Intellectual Properties Inc. (RUIP) in the protection of this intellectual property. By signing below, the originators/inventors confirm that prior to the execution of this disclosure, they have not granted the right or license to make, use, or sell the disclosed intellectual property to anyone except to RU, nor have they otherwise encumbered their rights, title, and interest in the disclosed intellectual property, nor will they execute any instrument in conflict

**Originator/Inventor (1) Signature** **Date**  
**Typed Name**  
Home \_\_\_\_\_  
Address: \_\_\_\_\_

**Originator/Inventor (2) Signature** **Date**  
**Typed name**  
Home \_\_\_\_\_  
Address: \_\_\_\_\_

Social Security No. \_\_\_\_\_ **Country of Citizenship** \_\_\_\_\_

Social Security No. \_\_\_\_\_ **Country of Citizenship** \_\_\_\_\_

**Originator/Inventor (1) Signature** **Date**  
**Typed Name**  
Home \_\_\_\_\_  
Address: \_\_\_\_\_

**Originator/Inventor (2) Signature** **Date**  
**Typed Name**  
Home \_\_\_\_\_  
Address: \_\_\_\_\_

Social Security No. \_\_\_\_\_ **Country of Citizenship** \_\_\_\_\_

Social Security No. \_\_\_\_\_ **Country of Citizenship** \_\_\_\_\_

Please note that the social security number and country of citizenship are required; absence of this information may hinder distribution of the inventors' share of royalties that may result from this technology. If there are more than four inventors, please attach additional form.

To be completed by the Department Head, Division Director, and/or Center Director of the originators/inventors.

YES NO N/A

1. Were university resources, such as facilities, equipment, materials, funds, information, or the time or services of other university employees, used in the production of the work or development of the intellectual property?
2. Does the work performed in the development of this intellectual property fall within the range of the normal activities expected of the originators by their appointment or employment by the university (i.e. teaching research, public service, etc.)
3. Did the originators work on this project during their normal university working hours?
4. University Policy on Intellectual Properties specifies that classified employees can not participate in revenue sharing if the work was specifically and explicitly assigned to the employee(s) by your unit. If any inventors are classified employees, are they eligible for royalty sharing?

**Yes to question 4.** Requires the following signatures attesting that work was not specifically and explicitly assigned:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title of Immediate Supervisor

**Reviewed by Department Head, Division Director and/or Center Director:**

*(If the Reviewer is an originator/inventor on this disclosure, his/her administrative supervisor must sign above.)  
Should any royalties be earned from this disclosure, the Department(s) of the inventor(s) are entitled to a 10% share.  
Please indicate the Department Banner Fund Number(s) that should receive these funds.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Dept/School

\_\_\_\_\_  
Banner Fund No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
College

\_\_\_\_\_  
Banner Fund No.

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
VP Admin. & Finance

INTELLECTUAL PROPERTY DISCLOSURE

ATTACHMENT B -ROYALTY SHARING

All royalties, rents, payments, or any cash receipts from the sale, assignment, transfer, licensing or use of the disclosed intellectual property shall be shared with inventors in accordance with Policy on Intellectual Properties.

We, the undersigned university originators/inventors or contributors to the intellectual property described in this disclosure, mutually agree that any share of revenues to be paid to us shall be distributed as follows:

Date	Printed Name	Signature	Royalty Share*
Date	Printed Name	Signature	Royalty Share*
Date	Printed Name	Signature	Royalty Share*
Date	Printed Name	Signature	Royalty Share*
Date	Printed Name	Signature	Royalty Share*
Date	Printed Name	Signature	Royalty Share*
Date	Printed Name	Signature	Royalty Share*

**\*Percentages must total to 100%. If all university originators/inventors or contributors will share equally, indicate so by listing “equal” as the percentage—DO NOT LEAVE BLANK.**

**DO NOT INCLUDE NON-UNIVERSITY INVENTORS. Non-university inventors will share in royalties as determined by their employer.**

**INCLUDE CLASSIFIED STAFF only if approved in Attachment A.**

**INTELLECTUAL PROPERTY DISCLOSURE  
ATTACHMENT C -COMMERCIAL APPLICATIONS**

Describe the current and/or potential commercial market for the invention.

List any potential contacts that you believe may be interested in this technology.

Provide a brief (approximately 250 words), non-confidential overview of the disclosure that can be used to solicit interest from and inquiries for additional information by potential licenses.

## INTELLECTUAL PROPERTY DISCLOSURE INSTRUCTIONS - PART ONE (DO NOT SUBMIT)

Radford University recognizes the value of intellectual property and is committed to promoting the value of its IP portfolio through its university affiliated corporation, Radford University Intellectual Properties, Inc. (RUIP). Faculty and Staff at Radford University have an obligation to disclose research results that may result in IP or commercial utilization. A disclosure is necessary to enable Radford University to legally protect intellectual property and to comply with government and industry contractual requirements. This is an important legal document that should be completed when something new and useful has been conceived or developed, or when unusual, unexpected or unobvious research results have been achieved and can be utilized.

The IP DISCLOSURE is an internal Radford University form used to provide a written record of your IP. The information contained in this disclosure will be used to establish a legal record of the date of conception of the IP, evaluate the technology as to its patient and commercial potential, obtain information necessary to file patent applications, comply with sponsor reporting requirements, and to identify potential licenses.

Radford University is required by federal law to report income along with Social Security numbers (SSNs) for all employees and students to whom compensation is paid. The university may disclose your Social Security number when required by law, or to external entities acting as the university's contractor or agent.

Please send the completed, signed form and all attachments to Office of the Vice President of Business Affairs or hand delivered to the following address:

Radford University  
Office of the Vice President of Business Affairs  
Martin Hall  
Radford, VA 24060

The completion of this disclosure does not complete the inventor's responsibility in this process. The university urges all inventors to monitor the progress of their disclosure through the above office and RUIP as they are the best sources of information concerning the novelty, unobviousness, and utility of the intervention.

### DEFINITIONS

**Inventorship** is determined by criteria specified in the U.S. patent law. U.S. patents are granted only to the true inventor. An inventor would be that person who, alone or in combination with others, discovers any new and useful process, machine, manufacture, or composition of matter, or any new and useful thereof. Authorship does not mean inventorship.

The correct listing of inventors is very important. A patent can be invalidated for the failure to list the proper inventors. Inventors may need to be added to an application or initially named inventors from the patent based upon the final claims in the patent.

**Conception** according to the U.S. patent law involves the formulation, in the mind of the inventor(s), of a definite and permanent idea of the complete and operative invention. An invention would be complete and operative if the description would enable one of ordinary skill in the art to construct the apparatus or perform the method without extensive research or experimentation. If extensive research or experimentation is necessary to reduce the invention to practice, then the conception was probably not complete. Likewise, if no significant difficulties were encountered and few if any deviations were made from the mental plan, the conception was probably complete, and the person or persons responsible for the plan are the true inventors. If deviations were required, those responsible for the deviations could be joint inventors.

**Reduction to Practice** can be accomplished two different ways. Actual reduction to practice is a physical embodiment of the invention for its intended use. Constructive reduction to practice is reasonable theoretical proof that the invention will work, which is described in writing.

**First publication or oral disclosure** is the first time any member of the general public, without restriction of confidentiality, would have been able to legally gain access to your written or printed enabling description of the invention, or the first oral presentation to the general public.

### TITLE AND DESCRIPTION OF INTELLECTUAL PROPERTY

Provide a short non-confidential title (descriptive and concise, but which can be used in marketing) and attach a confidential detailed description of IP. Please state the key features of your IP, its most important uses, and how it improves on existing technology or practice. Attach supporting documentation that can provide a more complete description of the IP (manuscripts, diagrams, data, etc.) and that describe its advantages and differences over existing technology. In addition, describe the objectives or results to be achieved by this invention.

### ORIGINATOR(S)/INVENTOR(S)

List any individual who has conceived or contributed to an essential element of the IP during the evolution of the technology concept or reduction to practice. List originators/inventors in order you would like them to appear on a patent application. University originators/inventors or contributors listed on Page 4 should keep RUIP informed of any change in address.

**INTELLECTUAL PROPERTY DISCLOSURE INSTRUCTIONS -PART TWO  
(DO NOT SUBMIT)**

**DATES OF CONCEPTION, REDUCTION TO PRACTICE, AND PUBLIC DISCLOSURE**

List all dates and provide copies of any publication(s) or abstract(s), oral or written, as well as any proposed publications which mention or describe the IP in whole or in part. Accurate data is essential, as public disclosures affect patent rights in the U.S. and abroad.

**RELEVANT SPONSORSHIP AND OTHER AGREEMENTS**

Identify and list all grants, contracts, and other sources of funds contributing to or possibly contributing to the conception and/or development of the IP. Accurate and complete sponsorship information is required to meet the obligations of Radford University under the sponsored research grants and contracts.

**For further information see Radford University's policy on intellectual property at the following url:**