

OTTED Use Only

UH ID No:

Disclosure Date:



**UNIVERSITY OF HAWAII
CONFIDENTIAL INVENTION DISCLOSURE FORM**

In addition to their academic and scientific value, many discoveries and inventions developed by researchers at the University of Hawai'i ("University") may also have significant commercial value. University policy requires that compensated or non-compensated employees of the University, non-employees who use University research facilities, and those who receive grant or contract funds through the University must disclose all potentially patentable discoveries and inventions to the University.

This Confidential Invention Disclosure Form has been designed to permit inventors to provide timely and effective notification of their inventions to the University through its Office of Technology Transfer and Economic Development (OTTED). Each section has text fields that will expand to accommodate your input and check boxes to indicate your choices. Please tab through the document and fill out each of the sections and attachments as completely as possible. Call 539-3817 for assistance or <mailto:otted@hawaii.edu>.

This disclosure should be considered **confidential and proprietary**. Please note that premature publication, dissemination, or public use of this discovery or invention may adversely affect the legal protection of your technology.

NOTE: You must sign the form in Section II and obtain Department Head and Dean/Director signatures in Section III for OTTED to begin to administer your discovery or invention, which includes determining ownership status, seeking legal protection, or exploring licensing and other commercialization opportunities.

Section I. Title of Invention and Primary Contact

1. Title of work:

2. Name of contact inventor (who will be speaking and acting on behalf of the inventors listed on page 2):

SECTION II. Declaration of Ownership, Inventors, Royalty-sharing, and Assignment

For details on UH Patent and Copyright Policy, disclosures, royalty sharing, and the process of technology commercialization, please see OTTED's [Faculty Info Page](http://www.otted.hawaii.edu/faculty/facultyinfo.html) (<http://www.otted.hawaii.edu/faculty/facultyinfo.html>).

1. Please check below to indicate how the discovery or invention was developed:

- A. Discovery or invention was the result of research or scholarship undertaken using equipment, facilities or funds provided by the University of Hawai'i or an outside agency, or was conceived of or developed in the course of the inventor's duties at the University of Hawai'i.
- B. Discovery or invention was the result of personal or private research performed independently of any contractual obligations to the University of Hawai'i and without using equipment, facilities or funds provided by the University of Hawai'i or an outside agency, or the result of permissible consulting activities.

2. Please list below all inventors who will share in the income, if any, from licensing the invention. (If there are more than two co-inventors, please list any additional inventors in Attachment 1.) Note that failure to list every inventor who contributed to the conception of the invention may invalidate any patent for this invention. However, the question of inventorship is a matter of law, and each person listed below will not necessarily be named as an inventor on any patent that may ultimately be issued for the invention. Please see OTTED's [Inventorship Information Page](http://www.otted.hawaii.edu/faculty/inventorship.html) (<http://www.otted.hawaii.edu/faculty/inventorship.html>) for a detailed discussion of who is an inventor.

As indicated by their signatures below — and subject to final determination of ownership of the invention under the University's policy on intellectual property — the following individuals do hereby:

- A. Assign their individual rights and ownership in this discovery or invention to the University so that the University may, in its sole discretion, administer, protect, license, or otherwise use or exploit this invention for the benefit of the University and the individual inventors; and
- B. Agree that their portion of the inventors' share of net income resulting from any licensing, sale, or other commercialization of the invention is to be divided among themselves according to the percentages shown below; and
- C. Acknowledge that the abstract provided with this form in Attachment 2 represents a non-enabling description of the technology and may be released, published, or disseminated by OTTED in order to attract potential licensing candidates or to assess the potential financial return from this discovery; and
- D. Agree that the individual whose name appears on the first page of this form will be the contact point with OTTED on behalf of all those listed below (this contact inventor may or may not be the first inventor involved in this discovery; however, the contact point should be one of the inventors, and should be listed below as such), and
- E. Certify that all information provided in this disclosure is true and accurate to the best of their knowledge.

The following individuals also understand that if Box "B" in Question 1 of this Section is checked, this disclosure will be immediately submitted to the Patent and Copyright Committee for adjudication of ownership status, and that if it is determined that the invention was developed independently of the inventors' University duties, the University will relinquish all rights in this discovery or invention to the inventors.

Please **print** (if filling out by hand) or **type**:

1. Name:			
Title/Position:		Citizenship:	
Dept/College:		Office Phone:	
Office Address:		Office Fax:	
Permanent Address:		Email:	
City/State/Zip:		Royalty Share:	
Signature:			
Date:			

2. Name:			
Title/Position:		Citizenship:	
Dept/College:		Office Phone:	
Office Address:		Office Fax:	
Permanent Address:		Email:	
City/State/Zip:		Royalty Share:	
Signature:			
Date:			

Note: If there are more than 2 inventors, please use Attachment 1.

SECTION III. Notifications

The following individuals **must** sign this Invention Disclosure Form before OTTED can formally begin to administer this invention.

Department Chair

To best of my knowledge, the information on how the invention was developed presented in this disclosure, and the "Declaration of Ownership" in Question 1 of Section II above are accurate, subject to the comment below.

Signature:		Date:	
Name:			
Department:			

Comment:	
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Dean/Director

I have received and acknowledge this invention disclosure.

Signature:		Date:	
Name:			
College/Institute:			

Comment:	
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Please return this completed form to: Office of Technology Transfer & Economic Development
University of Hawai'i
2800 Woodlawn Drive, Suite 280
Honolulu, HI 96822

If you have any questions, please call (808) 539-3817 or <mailto:otted@hawaii.edu>.

Title:

Primary contact:

Attachment 1 – Additional Inventors

3. Name:			
Title/Position:		Citizenship:	
Dept/College:		Office Phone:	
Office Address:		Office Fax:	
Permanent Address:		Email:	
City/State/Zip:		Royalty Share:	
Signature:			
Date:			

4. Name:			
Title/Position:		Citizenship:	
Dept/College:		Office Phone:	
Office Address:		Office Fax:	
Permanent Address:		Email:	
City/State/Zip:		Royalty Share:	
Signature:			
Date:			

5. Name:			
Title/Position:		Citizenship:	
Dept/College:		Office Phone:	
Office Address:		Office Fax:	
Permanent Address:		Email:	
City/State/Zip:		Royalty Share:	
Signature:			
Date:			

6. Name:			
Title/Position:		Citizenship:	
Dept/College:		Office Phone:	
Office Address:		Office Fax:	
Permanent Address:		Email:	
City/State/Zip:		Royalty Share:	
Signature:			
Date:			

7. Name:			
Title/Position:		Citizenship:	
Dept/College:		Office Phone:	
Office Address:		Office Fax:	
Permanent Address:		Email:	
City/State/Zip:		Royalty Share:	
Signature:			
Date:			

Copy this page and attach as needed for additional inventors.

Title:

Primary contact:

Attachment 2 — Description of Invention

1. Please attach a *non-enabling* abstract of the work in *layperson's terms*, including practical uses for the work. *Non-enabling* means that a person with ordinary skill in the field should *not* be able to reproduce the invention based on this abstract.

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2. a. When and where did you first conceive of the invention?

Date:		Place:	
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- b. Where and when did you demonstrate that the invention actually does work or could work? If this occurred elsewhere, please explain.

Date:		Place:	
Comment:			

- c. If the invention was conceived and reduced to practice elsewhere, was it an outgrowth of your research and scholarship at the University? Please explain.

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3. Is a laboratory notebook or other documentation available? Yes No

(If no, what other proofs of inventorship can you provide?)

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4. Please provide a complete description of the invention/discovery, including potential industrial applications. Feel free to attach papers, presentations, etc. that describe the technology.

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5. Describe why the invention is better or more effective than present state-of-the-art technology. What benefits does it provide? What problems does it solve? (Attach papers/presentations/abstracts that address these questions.)

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6. List up to ten (10) key words that help describe or that relate to the work.

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7. Have products, apparatus, compositions of matter, etc. actually been made? Tested? Is there a prototype? How would you describe the present state of development of the invention?

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8. Do you know of any companies that might be interested in your discovery or invention? Yes No

If yes, please list the companies, contacts, addresses, and phone numbers:

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Title:

Primary contact:

Attachment 3 – Public Disclosures

1. Has the invention been described or discussed in any journal, abstract, paper, oral presentation, news story, thesis, dissertation or other medium? Yes No

If yes, date:		Medium (journal, conference, etc.):	
Name of journal, conference, etc.:			

Attach copy of abstract, presentation, thesis/ dissertation, etc.

2. Has there been any past public use, sale, or offer for sale of the invention? Yes No

If yes, date:	
Describe circumstances, including contact person(s), etc.:	

3. Is a publication or other disclosure planned? Yes No

If yes, date:		Medium (journal, conference, etc.):	
Name of journal, conference, etc.:			

Attach copy of abstract, presentation, thesis/ dissertation, etc.

4. Has the invention been disclosed or discussed with industry representatives? Yes No

If yes, date:	
Describe circumstances, including contact person(s), etc.:	

5. Have there been any other disclosures of the invention? If so, please explain:

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Title:

Primary contact:

Attachment 4 — Research Funding, Sponsorship, and Support Information

List *all* of the funding agencies, companies, organizations and sponsors of the research that led to this discovery or invention, *including those who supplied materials under a formal Material Transfer Agreement (MTA) prior to invention or reduction to practice*. If none, please enter "none." If more space is required, copy this page or attach additional pages as needed.

Name of sponsor (agency/foundation/company/etc.):	
Sponsor's grant/project number:	
ORS number:	
Principal investigator:	
Grant/contract/project title:	
Funding period:	

Name of sponsor (agency/foundation/company/etc.):	
Sponsor's grant/project number:	
ORS number:	
Principal investigator:	
Grant/contract/project title:	
Funding period:	

Name of sponsor (agency/foundation/company/etc.):	
Sponsor's grant/project number:	
ORS number:	
Principal investigator:	
Grant/contract/project title:	
Funding period:	

Name of materials provider, if any:	
UH MTA Number:	
Related ORS number, if any:	
Related grant/contract/project title, if any:	

What University support has this discovery or invention received?

Facilities:	
Funding:	
Services:	
Other support (e.g., release time, paid technical assistance, etc):	

Are/were there any other sources of support for this discovery or invention? If so, please explain:

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