**INVENTION DISCLOSURE**

**INVENTION DISCLOSURE FORM INSTRUCTIONS**

The [**Invention Disclosure Form [DOC]**](https://drexel.edu/~/media/Files/applied-innovation/Disclosure-Form-OTC-2020.ashx?la=en) records the innovation and the circumstances under which it was made. It is used to evaluate how to protect the innovation and provides, in part, the data and background in applications for patent or copyright. Please submit an Invention Disclosure when something new and useful has been developed, or when unusual, unexpected research results are obtained.

The following instructions apply to the correspondingly numbered sections on the form:

1. **Date Submitted.**The date that you submit the invention disclosure to Drexel Applied Innovation.
2. **Descriptive Title of Invention.**Use a brief descriptive title to aid in identifying the innovation.
3. **Summary of Invention**. Briefly describe your innovation in layman’s terms. Please also submit as much supporting information as possible along with the disclosure form (e.g. manuscripts, grant applications, slide/PowerPoint presentations, etc) in the same e-mail that contains the completed disclosure form. These materials will allow us to evaluate the innovation and plan the best way to protect it.
4. **Is this invention related to a prior invention disclosed to DAI?** If yes, please provide the docket number and title, if known.
5. **What are the advantages and impact of your invention over current methods?** Please briefly describe differences between your innovation and similar technologies of which you are aware. This section helps identify particular uses of the innovation and how it solves problems that related approaches do not.
6. **Briefly describe your planned research for this invention over the next year.**  This helps define the current stage of development of the innovation, and what type of progress can be expected in that time frame. We can build stronger intellectual property including likely improvements from the research in the application.
7. **Joint Inventions**. Please identify the home institutions of any research collaborators outside Drexel contributed to the innovation.
8. **Software**. This is a series of questions that directly relates to the content of the software, how it can be used, the innovators’ preferred means of distribution and the roles played by different contributors to the innovation.
9. **Funding/Sponsors.**Please fill in this section completely. This information allows us to identify any contractual obligations that the University may have to funding organizations and others who may have contributed to the research.
10. **Contributor Information.** Names and contact information for each person who contributed to the innovation, regardless of institutional affiliation.
11. **Public Disclosure.**Please describe any prior or planned public disclosures of the innovation. Public disclosures take many forms, including:
    * + Proposal Submissions
      + Articles in Newspapers
      + Newsletters, Bulletins
      + Textbooks, Journals, Theses
      + Reports and letters to the editor
      + Oral presentations
      + Abstracts
      + Poster Sessions
      + Online videos, press releases, blog entries or posts on different social media sites

If you are not sure, please contact us to discuss. Please include copies or links to any of these materials as supporting information for the Summary of Invention.

1. **Commercialization Opportunities.**Please consider participating in commercialization-oriented programs that can help promote the development and adoption of your innovation. In addition, please list any companies, entrepreneurs or investors who you are aware of that may be a good candidate to approach about commercializing the technology.
2. **Contributor’s Signature**. All Drexel contributors named on the Disclosure Form must sign the form where indicated.