

## Intellectual Property Disclosure Form

### INSTRUCTIONS

**Thank you for taking the time to disclose new Intellectual Property to GSU!** We appreciate your efforts as a GSU innovator. Disclosing a new invention is an early and important step in the technology transfer process. If you need assistance at any time while completing the following form, please reach out to the Office of Technology Transfer and Commercialization (OTTC) (<https://research.gsu.edu/georgia-state-technology-transfer/>).

The purpose of the disclosure form is to document the potential intellectual property you helped create and provide OTTC with basic information about the invention. This information helps inform OTTC as it assesses patentability, commercial potential, and other factors that are relevant to seeking protection for an invention. This is a legally important document, which should be prepared carefully.

**We strongly encourage inventors to submit an Intellectual Property Disclosure Form to OTTC before any public disclosure (lecture, poster, presentation, etc.) that could adversely affect the patentability of an invention.** Generally an Intellectual Property Disclosure Form should be completed when i) something new and useful has been discovered or conceived; ii) when unusual, unexpected, or surprising research results have been found; or iii) you've developed/created something you believe to have commercial potential.

After you have submitted an Intellectual Property Disclosure Form, you will receive a confirmation from the office with a Technology ID (TechID) number to use as a reference. Our goal is to review all new disclosures and provide feedback to our investigators within 60 days, however if you need to discuss with us sooner, our team is happy to do so. Often this initial disclosure leads into a dialog between the office and contributors as we collaborate to protect intellectual property and potentially license it to industry for further development and commercialization. Royalties derived from any such license will be shared with the inventor(s) in accordance with the University's Intellectual Property Policy. For general information about Intellectual Property created at Georgia State University, please see the Georgia State University Intellectual Property Policy.

An Intellectual Property Disclosure Form should also be completed when other forms of intellectual property are created by faculty, staff, or students, (research reagents/tools, copyrightable content, software) unless they are specifically excluded Scholarly Works as delineated under Section IV.A of the Georgia State University Intellectual Property Policy or materials used solely by the creator in the teaching of a course. As with inventions, royalties from the commercialization of intellectual property, if any, will be shared with the creator(s) in accordance with the University's Intellectual Property Policy.

Once the form is signed by you and the other contributor(s) the form and supporting documents should then be submitted to OTTC who will notify your department chair(s) and Dean upon receipt. Please submit the form and additional documentation to the office in one of the following ways:

Preferred - PDF & Email – [intellectualproperty@gsu.edu](mailto:intellectualproperty@gsu.edu)

We also take hardcopies by mail or in person -

Office of Technology Transfer & Commercialization  
Georgia State University  
58 Edgewood Avenue, 3<sup>rd</sup> Floor  
Atlanta, GA 30303  
ATTN: Director



# Intellectual Property Disclosure Form

PLEASE TYPE OR PRINT NEATLY

## 1. WORKING TITLE OF INVENTION OR CREATIVE WORK. Should be brief and descriptive

Blank space for entering the working title of the invention or creative work.

## 2. CONTRIBUTOR(S).

Please indicate the following for each GSU contributor. Feel free to copy and paste this page or add rows to provide additional GSU contributors, as needed. List all Non-GSU contributors on Appendix A.

**(GSU Contributor 1. \*\*estimated royalty share or contribution %)**

Name:	_____	Panther Card#	_____	Citizenship:	_____
Position:	_____	Department:	_____	Work Email:	_____
Work Address:	_____	Home Address:	_____	Personal Email:	_____
	_____		_____	Work Phone:	_____
City, State, Zip	_____	City, State, Zip	_____	Home Phone:	_____
Nature of Contribution:	_____				

**(GSU Contributor 2. \*\*estimated royalty share or contribution %)**

Name:	_____	Panther Card#	_____	Citizenship:	_____
Position:	_____	Department:	_____	Work Email:	_____
Work Address:	_____	Home Address:	_____	Personal Email:	_____
	_____		_____	Work Phone:	_____
City, State, Zip	_____	City, State, Zip	_____	Home Phone:	_____
Nature of Contribution:	_____				

**(GSU Contributor 3. \*\*estimated royalty share or contribution %)**

Name:	_____	Panther Card#	_____	Citizenship:	_____
Position:	_____	Department:	_____	Work Email:	_____
Work Address:	_____	Home Address:	_____	Personal Email:	_____
	_____		_____	Work Phone:	_____
City, State, Zip	_____	City, State, Zip	_____	Home Phone:	_____
Nature of Contribution:	_____				

**\*\* Inventorship\*\*** is a legal status that will be determined by counsel after patent claims are drafted and can only be finally determined after patent claims are allowed. Please list **all** contributors, using additional pages if necessary, with the understanding that listing an individual on this form does not necessarily mean that the individual will be listed as an inventor on a patent application or be a legal inventor of a patent that may result. Deliberate omission of an inventor from a patent may invalidate the resulting patent. If the work is not an "invention", please also use this section to list contributors/authors to the creative work (see Section 10).

## Intellectual Property Disclosure Form

### 3. SPONSOR(S) AND CONTRACT/GRANT NUMBERS. If none, please indicate "None"

Please list any funding, in whole or in part, from any source (federal grant, contract, or subcontract) that was used. For example, if you intend to list a grant/contract as support on a corresponding publication, consider including it below. Failure to identify a funding source may be a violation of the terms of the contract/grant and/or federal law. Please add more rows if needed.

Federal Agency or Company	Principal Investigator	Grant Number	Date Funded	Comments

### 4. MATERIAL TRANSFER AGREEMENT(S). If none, please indicate "None"

If materials obtained via a Material Transfer Agreement were used, please specify the source of the materials, date, and if available, GSU reference number for the Material Transfer Agreement.

5. EVENTS (include all that are applicable)	Date	References or Comments
A. Initial Idea (conception)		
B. First successful demonstration, if any (first reduction to practice)		
C. First publication, if any, containing a full description of the invention or work. <b><i>Please attach or link to the publication.</i></b>		
D. First oral disclosure		
E. If unpublished and undisclosed, provide the anticipated publication or oral disclosure date (including web publication dates) and any submissions made for potential publication. <b><i>Please attach copies of submissions if available.</i></b>		

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### 6. PRIOR ART

Please help OTTC by listing any prior art that you are aware of, including patents or patent applications, publications, products in this area, or sales materials, etc. Prior art includes any publicly available knowledge or description of such processes, devices, or modes relevant to the invention disclosed, including your own publications. ***This information is optional but appreciated.***

### 7. COMMERCIAL VALUE

Please list any known commercial interest in this invention or please provide your thoughts on companies which may have commercial interest in this invention. Listing specific companies will help guide OTTC in its review of the invention. ***This information is optional but appreciated.***

### 8. DETAILED DESCRIPTION OF THE INVENTION

Please describe the invention to the best of your abilities. You can either fill in the questions below or use them as a guide for writing a description and including it as an attachment with this form. If a draft manuscript is available, that can be attached and used as a description. ***If your invention is solely software-based or a creative work, please skip to Section 9 below.***

a) Briefly, what is the general purpose of the invention or the problem to be solved by the invention?

b) Describe the old product(s) or process(es) for solving the problem.

c) What are the disadvantages of or how have the old product(s) or process(es) failed to solve the problem and how does your invention overcome them? Are there any additional advantages to your invention?

d) What features of the invention are believed to be new with respect to the existing state of the art?

e) What is the preferred form, aspect, application, or mode to your invention envisioned by you now?  
If known, indicate here.

f) Please attach a more detailed explanation of your invention, including any figures or sketches useful to illustrate it. If you are working on or have submitted a draft paper describing the invention, please attach it.

## Intellectual Property Disclosure Form

### 9. SOFTWARE/OTHER WORKS

Please describe the software or other work to the best of your abilities. You can either fill in the questions below or use them as a guide for writing a description and including it as an additional attachment. If a draft manuscript or example is available, that can be attached and used as the description. ***If only software is involved, there is no need to additionally complete Section 8 above, however if your invention is implemented via software (example - an algorithm + corresponding software), please consider completing both Sections 8 and 9.***

- a) Is the invention software (including mobile applications) or is software implemented in the invention?  
Yes  No

(If so, please ensure all software developers are listed as contributors in Section 2.)

- b) If the answer to (a) is yes, was any third-party content used in the software (open source, library code, etc.). If so, please list the source of the third-party content and any applicable licenses (MIT, BSD, GPL, Apache, Creative Commons, etc.).

- c) Is the invention or work a literary or dramatic work, audiovisual work, musical work, choreographic work, pictorial, graphic, or sculptural work, sound recording, or architectural work? Yes  No

Note: Intellectual property which resides with the creator as “scholarly works” under section IV(A) of the Intellectual Property Policy need not be disclosed. If you have questions regarding scholarly works, please contact OTTC or the Office of Legal Affairs.

- d) If the answer to (a) or (c) is yes, is the work derivative of another existing work? Yes  No   
If so, please explain the original work’s source and the modification.

- e) If the answer to (a) or (c) is yes, please provide a full listing of university resources, including advice of university employees, that were used in creation of this work.

### 10. OUTSIDE ACTIVITIES / CONSULTING

Do any of the listed contributors have consulting or other relevant relationships with entities other than Georgia State University and/or Georgia State University Research Foundation (including personal companies)?

Yes  No

Please explain and attach any consulting agreements or other contracts.

## Intellectual Property Disclosure Form

### 11. GSU CONTRIBUTOR CERTIFICATION AND ASSIGNMENT

I (We) hereby assign all right, title and interest to this invention or work to Georgia State University Research Foundation and agree to execute all documents as requested, assigning to Georgia State University Research Foundation our rights in any patent application filed on this invention, and to cooperate with Georgia State University in the protection of this invention or work. Georgia State University Research Foundation will share any royalty income derived from the invention or work with the actual legal inventor(s) (for patented inventions) or creator(s) (for copyrighted works) according to its standard policies. By signing below, I (we) agree that I (we) have not knowingly omitted the inclusion of other potential inventors or creators and that the information provided in this form is accurate and complete to the best of my (our) knowledge.

Signature	Date	Witness' Signature	Date
Signature	Date	Witness' Signature	Date
Signature	Date	Witness' Signature	Date

**Please add additional signature lines or use additional sheets as necessary. All contributors named in Section 2 should sign this form.**

Any non-GSU contributors should sign Appendix A

## Intellectual Property Disclosure Form

### APPENDIX A for Non-GSU Contributors

(**Non-GSU Contributor 1**, estimated royalty share or contribution \_\_\_\_\_ %)

Name: _____	University or Company _____	Citizenship: _____
Position: _____	Department: _____	Work Email: _____
Work Address: _____	Home Address: _____	Personal Email: _____
_____	_____	Work Phone: _____
City, State, Zip _____	City, State, Zip _____	Home Phone: _____
Nature of Contribution: _____		

Signature	Date	Witness Signature	Date
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(**Non-GSU Contributor 2**, estimated royalty share or contribution \_\_\_\_\_ %)

Name: _____	University or Company _____	Citizenship: _____
Position: _____	Department: _____	Work Email: _____
Work Address: _____	Home Address: _____	Personal Email: _____
_____	_____	Work Phone: _____
City, State, Zip _____	City, State, Zip _____	Home Phone: _____
Nature of Contribution: _____		

Signature	Date	Witness Signature	Date
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(**Non-GSU Contributor 3**, estimated royalty share or contribution \_\_\_\_\_ %)

Name: _____	University or Company _____	Citizenship: _____
Position: _____	Department: _____	Work Email: _____
Work Address: _____	Home Address: _____	Personal Email: _____
_____	_____	Work Phone: _____
City, State, Zip _____	City, State, Zip _____	Home Phone: _____
Nature of Contribution: _____		

Signature	Date	Witness Signature	Date
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