

OTC #: \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Intellectual Property Disclosure Form

**(Instructions are provided on the last page)**

**PLEASE PROVIDE ELECTRONICALLY as Word.doc**

**and PLEASE PROVIDE COMPLETED ORIGINAL SIGNED DOCUMENTS to OTC**

|  |  |  |
| --- | --- | --- |
| A. | Title of Intellectual Property: |  |
|  |  |  |
| B. | Suggested Keywords: |  |
|  |  |  |
| C. | Description of Intellectual Property | Provide Brief Description of Invention |
|  |
| Is the Intellectual Property 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? |
|  |
| What are the advantages and improvements over existing methods, devices or materials? What features are believed to be new?  |
|  |
| *Please attach a detailed description that will be a primary source of information for the patent attorney as an application is being prepared.* (ATTACHMENT A) |
|  |  |  |
| D. | Original Documents | *Please Attach copies of original documentation of ideas and data, e.g., lab notes, diagrams, notes from phone conversations, etc. and maintain all original documents.* (ATTACHMENT B) |

|  |  |  |  |
| --- | --- | --- | --- |
| E. | Significant Dates  | Date | References/Comments |
| First anticipated public disclosure |  |  |
| First public disclosure (oral or published) (attach copies of periodicals or journals) |  |  |
| First successful experiment or testing |  |  |

|  |  |
| --- | --- |
| F. | Related Agreements |
| Does the Intellectual Property or any component of the Intellectual Property incorporate material subject to a Material Transfer Agreement? \_\_\_\_Yes \_\_\_\_NoHas any material related to the Intellectual Property been sent out? \_\_\_\_Yes \_\_\_\_NoDoes the Intellectual Property or any component of the Intellectual Property incorporate software code subject to a Software Agreement? \_\_\_\_Yes \_\_\_\_NoIf the answer is Yes to any of the above questions, please include the name the company, university/organization and OTC’s Agreement number.  |
|  |

|  |  |
| --- | --- |
| G.  | Resources Used |
| Were NCH resources (including space, equipment and/or facilities) used for the development of this Intellectual Property? \_\_\_\_Yes \_\_\_\_No If Yes, please describe below and include the date when used. Were outside resources used in development such as facilities, expertise and/or services?  \_\_\_\_Yes \_\_\_\_No If Yes, please describe below.  |
|  |

|  |  |
| --- | --- |
| H.  | Technological Assessment |
| Closest known technology, products or related developments by others (please include any knowledge of existing patents or literature-including inventor/author’s names). Please indicate how the disclosed Intellectual Property is better or has an advantage over the currently used technology or products?  |
|  |

|  |  |
| --- | --- |
| I.  | Potential Applications |
| List commercial potential/ applications for the Intellectual Property including the immediate/future applications of the Intellectual Property (*What problems does it solve? How is the Intellectual Property used to obtain this utility? In addition to immediate applications, are there any other uses that might be realized in the future? How might this Intellectual Property be used in a product or service?)*  |
|  |

|  |  |
| --- | --- |
| J.  | Marketing Leads |
| Please list any companies that might be interested in licensing the Intellectual Property to make, use or sell products, provide services or supporting further development. Provide any contact information you have for the company. (Please do not disclose the Intellectual Property to any company as a confidentiality agreement is required before doing so or patent rights may be compromised.)  |
|  |

|  |  |
| --- | --- |
| K.  | State of Invention and Research Plan |
| Outline the stage of development of the Intellectual Property (e.g., conceptual, proof of principle, prototype, pre-clinical testing, etc.). |
|  |
| Does the Intellectual Property possess any disadvantages or limitations? Can they be overcome? How? Are there competing ways to solve the same problem(s)?  |
|  |
| Describe all of the work planned for the further development of the Intellectual Property. Include the timing of the planned work Also describe any further work you think needs to be completed to establish proof of concept or to create a product.  |
|  |

|  |  |
| --- | --- |
| L.  | Funding Sources |
| List funds used for creating the Intellectual Property. List all Sponsors and Source of Funding (includes Government/Organizations/Internal/Foundations or Industry). Please provide full name of granting agency or organization, grant number, name of PI and name of awardee organization. This information is necessary for mandatory reporting of Intellectual Property created with Federal Funding and is also used to verify any encumbrances related to Invention.If there was no Federal Funding and/or external funding sources, please check the appropriate box(es) below:[ ]  This Project received no Federal Funding[ ]  There were no external funding sources  |
|  |

**Attachment A**

DETAILED DESCRIPTION

**Attachment B**

ORIGINAL DOCUMENTATION

**Nationwide Children’s Hospitals Contributors Signature Page**

I have read and understand the Nationwide Children’s Hospital’s Administrative Policy Number III-5 on Patents and Copyrights, available at <http://www.nationwidechildrens.org/technology-commercialization>, ("Policy") and acknowledge that I am required and hereby agree to comply with the Policy, including without limitation, by executing the assignment below. Unless defined herein, capitalized terms used in this Form shall be given the meaning provided in the Policy. The use of the term Inventor in this Form does not import the meaning of being an inventor under patent law. Inventorship will be determined in accordance with U.S. patent laws and an Inventor listed in this Form may not be an inventor named in a patent application or patent claiming the Intellectual Property.

For good and valuable consideration, the sufficiency of which is hereby agreed, I am an Inventor under the Policy and hereby assign to Nationwide Children’s Hospital Inc., and its designees, successors and assigns, all right, title and interest in and to the Intellectual Property referenced to in this Form and any and all Intellectual Property in or to the Intellectual Property, including without limitation, all tangible and intangible property rights and the right to sue for and retain any recovery from past, present, and future infringement of the Intellectual Property. In addition to and not in lieu of my obligations under the Policy, I hereby agree to execute all lawfully prepared documents as requested, to take further actions as necessary or desirable to effectuate this assignment and file, prosecute, register, maintain, enforce and defend these rights, and to cooperate with the Nationwide Children’s Hospital’s Office of Technology Commercialization, or its designee, in the protection, development and transfer of these rights.

**A Disclosure WILL NOT be deemed complete without signatures and all fields filled out (including percent effort and initials).**

|  |  |  |
| --- | --- | --- |
| *Inventor’s Full Name* | *Institution/ Position* | *Are you the contact inventor?* \_\_\_\_Yes \_\_\_\_No |
| *Signature* | *Date* | *Percent effort to Intellectual Property***\_\_\_\_**%: Initialed by each contributor to reflect agreement  \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_  |
| *Contact Info:* | *Address* | *Phone No.* | *Email* | *Do you have an OSU appointment?*\_\_\_\_Yes \_\_\_\_No |
| *Work:* | *Center/Dept:* |  |  |
| *Home:* |  |  |  | *Citizenship* |

|  |  |  |
| --- | --- | --- |
| *Inventor’s Full Name* | *Institution/ Position* | *Are you the contact inventor?* \_\_\_\_Yes \_\_\_\_No |
| *Signature* | *Date* | *Percent effort to Intellectual Property***\_\_\_\_**%: Initialed by each contributor to reflect agreement \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ |
| *Contact Info:* | *Address* | *Phone No.* | *Email* | *Do you have an OSU appointment?*\_\_\_\_Yes \_\_\_\_No |
| *Work:* | *Center/Dept:* |  |  |
| *Home:* |  |  |  | *Citizenship* |

|  |  |
| --- | --- |
| **Forward to:** | **Office of Technology Commercialization 700 Children’s Drive, Columbus Ohio 43205** |
| **Date Received:**  | **Acknowledged:**  |

F**or questions or assistance, please contact OTC at:** 614-355-2818; 614-722-2716 Fax

***E-mail:*** tech.commercialization@nationwidechildrens.org

**Non-Nationwide Children’s Hospitals Contributors Page**

The use of the term inventor in this Form does not import the meaning of being an inventor under patent law. Inventorship will be determined in accordance with U.S. patent laws and an Inventor listed in this Form may not be an inventor named in a patent application or patent claiming the Intellectual Property.

Unless defined herein, capitalized terms used in this Form shall be given the meaning provided in the Nationwide Children’s Hospital’s Administrative Policy Number III-5 on Patents and Copyrights, available at <http://www.nationwidechildrens.org/technology-commercialization>, ("Policy").

**A Disclosure WILL NOT be deemed complete without all information completed if there are Non-NCH Contributors**

|  |  |  |
| --- | --- | --- |
| *Inventor’s Full Name* | *Institution/ Position* | *Date* |
| *Contact Info:* | *Address* | *Phone No.* | *Email* |  |
| *Work:* |  |  |  | *Citizenship* |
| *Home:* |  |  |  |

|  |  |  |
| --- | --- | --- |
| *Inventor’s Full Name* | *Institution/ Position* | *Date* |
| *Contact Info:* | *Address* | *Phone No.* | *Email* |  |
| *Work:* |  |  |  | *Citizenship* |
| *Home:* |  |  |  |

|  |  |  |
| --- | --- | --- |
| *Inventor’s Full Name* | *Institution/ Position* | *Date* |
| *Contact Info:* | *Address* | *Phone No.* | *Email* |  |
| *Work:* |  |  |  | *Citizenship* |
| *Home:* |  |  |  |

|  |  |
| --- | --- |
| **Forward to:** | **Office of Technology Commercialization 700 Children’s Drive, Columbus Ohio 43205** |
| **Date Received:**  | **Acknowledged:**  |

**For questions or assistance, please contact OTC at: 614-355-2818; 614-722-2716 Fax**

***E-mail:* tech.commercialization@nationwidechildrens.org**

**INSTRUCTIONS FOR INTELLECTUAL PROPERTY DISCLOSURE FORM**

PLEASE REFER TO THE NCH ADMINISTRATIVE POLICY FOR PATENTS AND COPYRIGHTS (III-5)

<http://www.nationwidechildrens.org/technology-commercialization>

Disclosure should normally be submitted when the Intellectual Property has been demonstrated to work, but should be submitted sooner in special circumstances, e.g., past or imminent public disclosure, a very competitive field, anticipated delay in achieving actual reduction to practice, extensive analysis or modeling, conception or first actual reduction to practice of an Intellectual Property through the use of funds under any applicable grant (e.g. federal funds) or sponsored research agreement etc. The information supplied must be supplemented as further information becomes available. Prompt disclosure will permit seeking a patent with minimal impact on other activities.

1. Please give a brief but descriptive title. Be careful to not disclose any essential elements of the invention in the title since the title itself may be disclosed externally before any obligation of confidentiality.
2. Provide Keywords for the Intellectual Property.
3. Provide a description of the Intellectual Property. Include sketches, flow charts, structural formulas, circuit diagrams, draft manuscript etc.
4. Indicate the availability of notebooks, logs, reports, etc., where details and data are accessible. These should be continued to be maintained by the Inventor.
5. Identify significant dates related to public disclosure (anticipated or actual) and the first successful experiment or testing of the Intellectual Property. It is highly desirable to have at least one knowledgeable witness who is not a co-Inventor personally observe an early experiments or testing of the Intellectual Property and sign a complete and dated notebook record of the event to corroborate the successful implementation of those distinguishing features. Indicate any and all contemplated disclosures. Private disclosures can serve to corroborate when Intellectual Property was made, but public disclosures, especially demonstrations, commercial use or printed publications including news reports, abstracts, theses and dissertations, can limit the protection of Intellectual Property rights including the period of filing US patent applications and foreclose foreign patents.
6. Identify whether any material/software was sent to or received from outside parties.
7. Identify whether NCH resources were used.
8. Please identify patents, publications, commercial products or processes, etc., known to you showing (1) prior technology closest to Intellectual Property, (2) closest known prior use of those elements or steps of Intellectual Property which differ from (1). Compare with known technology, pointing out differences and advantages.
9. Give possible fields of use, advantages, estimate of value, etc., using the best information you have, even if it is highly speculative. For federally funded research, try to separate government and non-government potential use.
10. Identity of potential companies that you know of that might be interested in this Intellectual Property.
11. Indicate the stage of development and potential limitations of the Intellectual Property. Indicate the extent of further development planned and required for commercialization.
12. Identify any sponsors and projects and any and **all** sources of funding under which either conception or first reduction to practice occurred, including partial funding and **Federal** funding. Please also identify related projects and/or Intellectual Property and any other foreseeable claimants to rights in this Intellectual Property.
13. Please provide as detailed information as possible in all spaces. If the information that is requested is **not applicable**, please indicate this by inserting **N/A**.

Signature Pages are included after Exhibits A & B. You may print as many Signature Pages as necessary to include all inventors although only one of each is included herein. Complete all the information for all contributors and sign and initial where indicated.

**This form must be forwarded to the Office of Technology Commercialization, as both a word document and original signed copy to, The Research Institute, Tech.Commercialization@nationwidechildrens.org*.* (Please print as one sided copies)**