

For OTT Use Only Received for Review: _____ (date) Accepted: _____ (date)	GMU Disclosure No. Assigned to GMRF: _____ (date)
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**OFFICE OF TECHNOLOGY TRANSFER  
GEORGE MASON UNIVERSITY**

**INVENTION DISCLOSURE FORM**

**Definitions:**

**Conception:** the inventor's "formulation of the definite and permanent idea for solving a problem in such a way that a person skilled in the relevant art could practice the invention by following the inventor's conception."<sup>1</sup> Documentation of when the invention was conceived (e.g. copies of lab notebooks, etc.) is required if OTT accepts the invention disclosure.

**Contact Person:** The Contact Person will be the recipient of all communications from GMU, GMRF, and any counsel or consultants retained by GMU or GMRF in connection with this disclosure. The Contact Person is authorized to provide information and make decisions concerning this disclosure on behalf of all inventors.

**Enabling Disclosure:** An enabling disclosure is one that provides sufficient information for one of ordinary skill in the art to make and use the claimed invention without undue experimentation.

**Inventor:** someone who makes a significant contribution to conception. A significant contribution is one that adds a novel, nonobvious or useful element to the invention; it adds a nontrivial advantage. An inventor is not someone who only suggests a problem or who performs experiments or technical work that someone else has devised. A person may legitimately be an author on a paper but not an inventor. If you are unsure whether an individual should be listed as an inventor, please discuss flag the issue at the appropriate part of the form.

**Potential Prior Art:** Inventions are not patentable in the US if (1) they are publicly known or used by others or (2) described in a printed patent application or other publication such as a newspaper, blog or a journal prior to certain trigger dates ("Prior Art"). The publication can be anywhere in the world. Even if an invention is not completely known or described in the Prior Art, it may be unpatentable because it would have been obvious to a person of ordinary skill in the art at the time of invention. "**Potential prior art**" for the purposes of this disclosure form refers to knowledge, inventions and publications that are relevant to what you believe are the points of novelty of your invention, up to the actual date of your invention disclosure. There is a practical discussion of prior art at: <http://www.ipwatchdog.com/2013/12/14/prior-art-for-my-invention/id=46793/>.

**Contribution to the Invention:** A short statement of what each inventor did – formulated problem, developed protocol, improved machinery, suggested solution, etc.

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<sup>1</sup> Gerck and Fleming, New Practitioner's Guide to Intellectual Property, American Bar Association, Section of Intellectual Property Law (2012).

1. Brief Title: 4-8 words that convey the substance of the invention to the non-expert.
  
2. Please supply a brief (150-200 word), nonconfidential description of the invention, understandable by the nonspecialist. **Please do not use the abstract of a scholarly paper here. The audience is a random person sitting next to you on an airplane.** The description should include:
  - a. the problem you sought to solve
  - b. how the invention solves the problem, including its novel or unique features
  - c. who needs the solution
  - d. whether the invention is an improvement to existing technology, a substantial advance, or a major breakthrough, and
  - e. keywords to define the technology

3. Contact Person:

Full name

Degree Candidate

If yes, undergraduate/graduate?

Was the invention the result of a classroom assignment? yes/no

Mason Faculty or Students – provide your College, Center or Institute

Current employment

work address:

work phone:

work email:

Home address

Personal email address

Mobile phone

Citizenship

Contribution to the Invention

4. Complete an information sheet (Appendix A) for each additional person currently believed to be an inventor.

5. Agreements Related to the Invention:

grants (supply GMU reference number): \_\_\_\_\_

contracts/subcontracts (supply GMU reference number): \_\_\_\_\_

collaborative research agreements, memorandum of understanding, etc. (attach a copy)

material transfer agreements (attach a copy; describe the material and how it was used):

6. Description of the invention: Please answer each of the following questions and attach at the end or submit separately draft or copy of any paper. Please do not cut and paste the paper or portions of your paper into this document.

a. stage of development: concept; design; prototype; production model; in use in lab; animal/preclinical/clinical data; time to product; the extent (time and dollars) of further research needed

b. technical description of the invention:

c. is invention is a research tool?    yes/no

d. potential commercial uses and applications

e. similar or competing technologies, products or services (in other words, how are people solving the problem now?)

f. limitations or advantages of the invention; whether they can be overcome and if so, how

g. how could infringement be detected?

7. Timeline

Event	Date
Conception (attach documentation – e.g., copies of key entries from lab notebooks or relevant emails)	
First disclosure to anyone outside the Mason community	
First written description	
First enabling publication	
first public enabling disclosure	
anticipated or planned disclosures <ul style="list-style-type: none"> <li>• oral presentation</li> <li>• publication</li> <li>• demonstrations</li> </ul>	

8. Please list related disclosures, patents, background research and potential prior art.
9. Companies or individuals (including the inventors) who might be interested in licensing the technology, including contact information.
10. Distribution of Net Revenue: 50% of Net Revenue from a successfully commercialized invention is distributed to Mason Inventors.

Inventor	Percent: Must Add to 50

11. Signature of each inventor

Name (Print or Type)	Signature	Date

**APPENDIX A: INVENTOR INFORMATION**

Full name	
Degree Candidate	yes/no If yes, undergraduate/graduate Was the invention the result of a classroom assignment? yes/no
Current employment	work address:  work phone:  work email:
Home address	
Personal email address	
Mobile phone	
Citizenship	
Contribution to the Invention	

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