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Date Received: _____



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
Office of Technology Transfer

INNOVATION DISCLOSURE FORM

Revised November 15, 2006

Please Note:

1. Read and fill out completely all sections of the Innovation Disclosure Form. If you need additional space, please write your comments on another page and attach it to the original disclosure form. Try to include as much information as possible. Our staff works most efficiently when the inventor supplies all relevant information with the disclosure form.
2. Be sure to fully disclose all funding sources/material sources for the research linked to the disclosure's innovation. This information is very important for determining innovation ownership and royalties!
3. While we can accept electronic copies of the disclosure form, we must have a hard copy of the form mailed or hand-delivered to our office within seven business days.
4. We cannot accept any disclosure forms that have missing or incomplete information, missing signatures, or unspecified division of inventor royalty share.
5. If you have any questions pertaining to the completion of your disclosure form, please do not hesitate to call the Office of Technology Transfer at (336) 256-2047.
6. Please submit your completed disclosure to:

**The Office of Technology Transfer
2702 Hall for Humanities and Research Administration (HHRA)
Greensboro, NC 27402**

**Office: (336) 256-2047
Fax: (336) 256-2049
Email: ott@uncg.edu**

7. After reviewing your innovation's disclosure, a staff member from our office will contact you and all co-innovators for a meeting to discuss the contents of your disclosure.

Thank you in advance for your cooperation and effort!

This document and its contents are considered the property of the University of North Carolina Greensboro. All information contained within this document is confidential and not to be distributed to the general public.

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I. Description of Innovation

Title of Innovation: _____

Innovation Conception Date: _____

Has the innovation been reduced to practice? YES NO

Have working prototypes, product apparatus or compositions, etcetera actually been made and tested?

YES NO

A. Description of the Innovation

Please identify clearly what you consider your innovation to be, as well as methods and/or materials used, operation, advantages, and utility of the innovatio. Pictures, data tables, preprints of upcoming publications, or anything that broadens the scope of the innovation and makes the disclosure complete should be included.

B. Immediate/Future Applications

Please list below as many actual or hypothetical products or services that can be created or improved by your innovation. Be adventurous; try to think of broader or narrower applications for the invention than those that immediately come to mind, as well as applications that are outside of your own field.

Can you identify any potential licensees of this technology? YES NO

Do you have a contact with any of these individuals/companies? YES NO

Is work on the innovation continuing? YES NO

Is there any test data or efficiency studies performed? YES NO

Are there any limitations to be overcome or other tasks to be done prior to practical application?
 YES NO

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II. Disclosure

Any public, non-confidential disclosure of the details of the innovation constitutes public disclosure that may bar patent protection. Public disclosure includes (but is not limited to) dissertations, journal articles, conference presentations, seminars, poster presentations, and demonstrations.

Has this innovation been publicly disclosed in any form? YES NO
Disclosure Date: _____

Do you plan to disclose it in the future? YES NO
Disclosure Date: _____

If you answered "yes" to either of the above questions:
Has there been any public use or sale of products embodying the innovation? YES NO

Are you aware of any related developments, publications, or research by others? YES NO

If a public disclosure has taken place, please be prepared to show the Office of Technology Transfer copies of any written materials, pictures, video, etc.

III. Source of Funds/Materials

If you have more than two funding sources, please provide the same information requested below on another sheet of paper.

A. Funding Sources

Sponsor #1: _____
UNCG Grants & Contract #: _____
Project Title: _____
Research Period Beginning & Ending Dates: _____

Sponsor #2: _____
UNCG Grants & Contract #: _____
Project Title: _____
Research Period Beginning & Ending Dates: _____

Don't forget to include copies of your funding agreements!

B. Material Transfer Sources

Please submit copies of all material transfer agreements so that we may assess whether this innovation is subject to any commitments or restrictions arising from the terms of sponsorship.

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IV. Inventor Information

Please identify all inventors or contributors to this innovation. If the number of inventors/contributors exceeds the space provided below, please continue on another sheet of paper. Note: the first person listed below will be considered the primary contact person for this disclosure.

Name: _____ **Department:** _____

Home Address: _____

Email: _____

Business Phone: _____ **Home Phone:** _____

Percentage Share of Inventor Royalties: _____ %

Signature: _____ **Date:** _____

Name: _____ **Department:** _____

Home Address: _____

Email: _____

Business Phone: _____ **Home Phone:** _____

Percentage Share of Inventor Royalties: _____ %

Signature: _____ **Date:** _____

Name: _____ **Department:** _____

Home Address: _____

Email: _____

Business Phone: _____ **Home Phone:** _____

Percentage Share of Inventor Royalties: _____ %

Signature: _____ **Date:** _____