INVENTION DISCLOSURE GUIDELINES AND STATEMENT

1. General Guidelines:

The attached **Invention Disclosure Statement** must be signed by inventor’s chairperson (page 7 of the disclosure) before routing to Anne Hirshfield, Associate Vice President, Health Research, Compliance and Technology Transfer, Ross Hall, Room 712.

Please complete information on first three pages of the **Invention Disclosure Statement**. The last two pages require signatures.

Please mark the disclosure statement **CONFIDENTIAL**.

No disclosure will be reviewed unless Section III (page 6) regarding assignment of the invention to The George Washington University is signed by the inventor(s).

Please provide names of three persons with expertise in the field of the invention to review.

Please remember to review the Project Summary Statement.

II. The Invention Disclosure Statement:

The questions are to be completed for any new invention that might ultimately be patented in an original (patent) application.

If new subject matter is to be filed as a continuation-in-part (hereinafter CIP) application to an original patent application, the inventor(s) need only complete those questions that provide new information, e.g., additional inventors, the new subject matter, and any new information such as recent publications. If it is a CIP, please so indicate on the form.

Please note: New assignments are required for new subject matter in CIPs; therefore, the inventor(s) must sign the statement in Section III.
Invention Disclosure Guidelines – Continued

III General Definitions:

For those new to the area of inventions, the following information is provided. If you have any doubts about whether you have an invention to disclose, please contact Anne Hirshfield at (202) 994-2995.

A. What is a patent?

A patent is a grant issued by the U.S. Government giving an inventor the right to exclude all others from making, using, or selling the invention within the United States and its territories and possessions for a period of 17 years. When a Patent application is filed, the U.S. Patent and Trademark Office reviews it to ascertain if the invention is new, useful, and non-obvious; it then grants a patent, if appropriate. The average time required for processing and issuing a patent in the area of biotechnology is three to four years from the date of filing.

B. What are the three criteria for patentability?

1. NEW or NOVEL: The invention must be demonstrably different from any existing or prior art; this means it cannot be described in prior “public disclosures” that include publications and/or availability of the invention to the public, e.g., as a commercial product.

This does not mean that a U.S. patent cannot be obtained if the inventor has publicly disclosed the invention; however, if the inventor has published a manuscript, including abstracts, on the invention, the U.S application must be filed within one year of the publication date.

All foreign rights are LOST, however, if a U.S. application is filed AFTER public disclosure; thus, the reason for DISCLOSING FIRST, PUBLISHING LATER.

2. USEFUL: The invention must be useful in ways that represent improvements over existing products or techniques.

3. NON-OBVIOUS: The invention cannot be obvious to a person of “ordinary skill in the art”; non-obviousness usually is demonstrated by showing that practicing the invention yields unexpected results. 
INVENTION DISCLOSURE STATEMENT

I. DESCRIPTION

1. Name and address of Inventor(s):

____________________________________________________________________________________

____________________________________________________________________________________

2. Title of Invention:

____________________________________________________________________________________

3. If this is NEW SUBJECT MATTER for a continuation-in-Part (CIP), title additional pages of the give the original application:

____________________________________________________________________________________

4. Brief description of invention (or new subject matter for CIP), use additional pages if necessary:

____________________________________________________________________________________

____________________________________________________________________________________

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5. From the description, expand on novel and unusual features. How does the invention differ from present technology? What problems does it solve or what advantage does it possess?

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6. If not indicated previously, what are possible uses for the invention? In addition to immediate applications, are there other uses that might be anticipated?

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____________________________________________________________________________________
Invention Disclosure Statement – Continued

7. Does the invention have disadvantages? Can they be overcome? How?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

8. Attach sketches, drawings, photographs and other material that help illustrate the description. Rough artwork, pencilled graphs, etc., are acceptable as long as they tell a clear and understandable story.

II. OTHER PERTINENT DATA

1. Category. In my opinion, this invention falls within the following category:

___A. No University involvement. Outside of inventor’s normal field of employment responsibility and activity. No University facilities or funds used.

___B. Outside of inventor’s normal field of employment responsibility and activity, but some University facilities or funds used. (Describe)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

___C. Resulted from research or other work conducted by the inventor in whole or in part on University time or with significant use of University facilities or funds. * (Also applies if invention is made in whole or in part within the inventor’s normal field of employment responsibility and activity.)

___D. Within the inventor’s normal field of employment and responsibility and activity (regardless of location or salary source and specifically including employment at affiliated hospitals and institutions).

* University funds include grants to the University and contracts to which the University is a party.
2. Source of funds, e.g., departmental, NIH, other external sponsor(s). Give name of sponsor, grant or contract number, and performance period:

____________________________________________________________

____________________________________________________________

3. Please list any publication (including abstracts, news releases, etc.) IN PRINT or ANTICIPATED. Give date(s) of publication or presentation and where published. Attach copies of draft manuscripts, preprints, reprints, etc. PLEASE FURNISH COPIES OF SUBSEQUENT MANUSCRIPTS/ABSTRACTS PRIOR TO SUBMISSION FOR PUBLICATION.

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4. List date and place of documentation when invention was first conceived:

____________________________________________________________

5. Are related patents or other publications known to inventors? Attach a MEDLINE search if available. Otherwise list:

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________
III. EXECUTION OF ASSIGNMENT BY INVENTOR

A. Execution by Inventor(s):

I/we hereby solemnly swear and affirm under oath that I/we am/are the only inventor(s) of this invention and that I/we have not knowingly omitted the inclusion of any other inventor(s) besides me/us.

Signature of Inventor(s) Date
_________________________________   ________________
_________________________________   ________________
_________________________________    _________________

Execution by Witnesses:

The invention was disclosed and explained to me by the inventor(s) whose signature(s) appear(s) above on the ______ day of ________, 2000.

Signature of Witness Date
_________________________________  _________________
_________________________________  _________________

Signature of Witness Date

B. Assignment:

Agreement to Assign the Invention to The George Washington University

I/we, THE UNDERSIGNED inventor or joint inventors of the invention disclosed in this invention report (the “Invention”), have read and understand this Invention Disclosure Statement. I/we request The George Washington University (the “University”) to consider this disclosure under The George Washington University Patent Policy (the “Patent Policy”). I/we agree to comply with all terms of the Patent Policy and that my/our sole compensation for such compliance, assignment of the Invention to the University, and all other agreements made herein shall be that compensation provided for in the Patent Policy. I/we authorize the University to review this disclosure, to evaluate its commercial potential, to submit non-confidential disclosures of the Invention to third parties, to enter into confidential disclosure agreements with third parties providing for disclosure of the Invention, to file patent applications disclosing and claiming the Invention, and to license or otherwise commercialize the Invention.

I/we agree to cooperate with the University and sign all patent applications, assignments, and any other papers deemed necessary by the University to enable it to apply for, obtain, maintain, protect, license, and assign patents covering the Invention and to confirm the University’s ownership of all rights in the Invention.
Invention Disclosure Statement – Continued

Inventor:

Signature _____________________________  Date ______________
Typed Name __________________________

Joint Inventor:

Signature _____________________________  Date ______________
Typed Name __________________________  Date ______________

Joint Inventor:

Signature _____________________________  Date ______________
Typed Name __________________________

IV.  APPROVAL BY DEPARTMENTAL CHAIRPERSON

I have reviewed the Invention Disclosure Statement and feel it is worthy of consideration by The George Washington University.

_________________________________________  ________________
Signature of Chairperson  Date
PROJECT SUMMARY

PARTICIPATING SCIENTIST(S)/INSTITUTIONAL AFFILIATION(S):

COMPOUND/PROCESS/DEVICE:

SUMMARY OF INVENTION: (Do not include proprietary and/or confidential information. Remember: A patent application is confidential until issued.)

APPLICATIONS:

PATENT STATUS:

REGULATORY STATUS:

LICENSING RESEARCH OBJECTIVES, e.g., EXCLUSIVE/NON-EXCLUSIVE LICENSING:
THE GEORGE WASHINGTON UNIVERSITY  
Office of Health Research, Compliance & Technology Transfer  

REPORT OF INVENTION DEVELOPED UNDER FEDERAL CONTRACT/GRANT

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<td><strong>Type of Report:</strong> Initial _________ Annual as of ________________________________</td>
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| 2. | **Agency** 
| 3. | **Contact No.** _________________ **Start Date** __________ **End Date** _________ 
**Grant No.** _________________ **Start Date** __________ **End Date** __________ |
| 4. | **Invention Reported Under:** 
**Waiver of Rights** _________________ **IPA** _________________ **OMB Circular A-124** ________ |
| 5. | **Title** 
|  | 
|  | 
|  | 
| 6. | **Inventor(s)** 
|  | 
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| 7. | **Date of Disclosure to the University** ________________________________ |
| 8. | **Description of Invention:** *See attached Disclosure* |
| 9. | **Status of U.S. Application** ________________________________ |
| 10. | **Recorded Assignment to University** ________________________________ |
Report of Invention Developed Under Federal Contract / Grant – Continued

11. Publication Status:
   a. Manuscript Submitted ________ Journal __________________________
   b. Manuscript Accepted ________ Journal __________________________
   c. Paper Published ________ Journal __________________________
   d. Copies of Published Paper(s) Enclosed: Yes ________ No ________
   e. Abstract Submitted for Publication __________________________

12. Publication Ban by Agency Requested: Yes ________ No ________

13. Election of Title: NA


15. Foreign Filing Election: NA

16. Utilization of Invention: See Attached Disclosure

17. Status of Development: See Attached Disclosure

18. Date of First Commercial Sale or Use: NA

19. Gross Royalties Received: NA
   Total of Date: NA
   Latest Fiscal Year: NA

20. Licensees and Intended Commercial: NA

21. Copy of Licenses: NA

22. Copy of Application: NA

23. Government License Status: NA

24. Copy of Patent: NA

Submitted by:

Anne Hirshfield, PhD
Associate Vice President, Office of Health Research,
Compliance & Technology Transfer