**BTI Invention Disclosure**

**It is not necessary to answer every question in order to submit this disclosure form. If you do not know an answer, if you have any questions, or would like assistance completing the form, please contact the BTI Office of Technology Transfer [OTT] at (607) 254-8729 (Phone); or email Paul Debbie, ppd2@cornell.edu.**

1. **TITLE OF INVENTION**

The title should describe what the invention does, but not how it is made or how it works. If you cannot think of a title for the invention that is fine just leave it blank:

Click here to enter text.

1. **BRIEF OVERVIEW OF THE INVENTION**
2. Provide a short, general layperson’s overview of the invention and how it works.
3. What is the purpose of the invention? For example, “What problem does it solve?”
4. Is it a new product, process, or composition of matter? Or is it a new use for or improvement to an existing product, process or composition of matter?
5. What are the features and benefits of the invention?

Click here to enter text.

1. **TECHNICAL DESCRIPTION, DETAILS AND SUPPORTING DATA**

Provide results, data or other evidence demonstrating how the invention works. Any papers or visual material that you may already have, published or unpublished, can be attached as answer to this question.

1. **PUBLICATIONS/PRESENTATIONS/AND OTHER FORMS OF PUBLIC COMMUNICATION (DISCLOSURE)**

Please identify all past and future seminars, talks, abstracts, publications, and web postings describing the invention. These may affect the scope of patent protection and the timing of filing. **Disclosure** **to Others** is the oral, written, or electronic dissemination of the invention to a person outside the BTI that would enable someone working in the field to practice the invention or repeat its development. Note: any communication with colleagues and students within the BTI community do not count as disclosures.

|  |  |
| --- | --- |
| Type of disclosure (i.e. publications, seminars, etc) | Date(s) |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

1. **DATES OF CONCEPTION AND REDUCTION TO PRACTICE**

It is important for us to document these dates should any challenges to the patent ever arise. Conception is the formulation in the mind of the inventors of the ultimate working invention. Reduction to practice can be accomplished either “actually” or “constructively.” **Actual reduction to practice** is the physical creation of the invention. **Constructive reduction to practice** is a detailed written description that demonstrates the invention will work as conceived. Describe the circumstances and dates surrounding development of your invention, if possible include a copy of the notebook pages from the lab that are relevant to the invention:

|  |  |  |
| --- | --- | --- |
|  | Details | Date |
| Conception of invention. Is this date documented in writing? If so, where? | Click here to enter text. | Click here to enter a date. |
| First reduction to practice. | Click here to enter text. | Click here to enter a date. |

1. **SPONSORSHIP**

Identify all grants, contracts, and other sources of funds contributing to the research that led to the invention. You should list all agencies that you would acknowledge in a publication. Be liberal in the interpretation. The OTT will take care of the contractual reporting obligations associated with your funding.

|  |  |  |  |
| --- | --- | --- | --- |
| Agency or Sponsor | Grant/Contract/Other Number | Award Date | BTI Grant No. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter text. |

1. **OTHER AGREEMENTS AND INTERACTIONS**

Identify any agreements or interactions that you have entered into that are related to the invention and might grant rights to a company or other party outside of the University (material transfer agreements, commercially sponsored research agreements, consortia agreements, consulting agreements, etc.)

Did this invention use any materials which were obtained from a company or another institution? NO [ ]  YES [ ]  (Please provide details, and indicate if there is a Materials Transfer Agreement.)

Click here to enter text.

Did you transfer to any researcher outside of your institution any new Materials related to the invention? NO [ ] \_YES [ ]  (Please provide details)

Click here to enter text.

1. **INVENTORS**

List all those who helped contribute to the conception of the ultimate working invention. The people you include ultimately may or may not be legal inventors. Please place an asterisk (\*) next to the name of the inventor to whom correspondence should be sent. If any person holds a sole or joint appointment with any other university, company or governmental agency, please note that fact.

INVENTOR: Click here to enter text.

INVENTOR: Click here to enter text.

INVENTOR: Click here to enter text.

INVENTOR: Click here to enter text.

INVENTOR: Click here to enter text.

INVENTOR: Click here to enter text.

INVENTOR: Click here to enter text.

INVENTOR: Click here to enter text.

(If more, please use additional sheet to list.)

The CORRESPONDING INVENTOR should sign and date, along with his/her PI.

|  |  |  |
| --- | --- | --- |
|  Corresponding Inventor printed name | Signature(s) | Date |
| Click here to enter text. |  | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| BTI Principal Investigator Printed name | Signature (s) | Date |
| Click here to enter text. |  | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| Inventor Printed name | Signature (s) | Date |
| Click here to enter text. |  | Click here to enter a date. |
| Click here to enter text. |  | Click here to enter a date. |
| Click here to enter text. |  | Click here to enter a date. |
| Click here to enter text. |  | Click here to enter a date. |
| Click here to enter text. |  | Click here to enter a date. |
| Click here to enter text. |  | Click here to enter a date. |