

Polytechnic University of Puerto Rico

Intellectual Property Disclosure Form

Introduction

This Intellectual Property Disclosure Form assists the Polytechnic University of Puerto Rico (hereinafter “PUPR” or the “University”) in the recording of intellectual property generated by faculty, staff, or students of PUPR or by others to whom PUPR’s Intellectual Property Policy (the “IP Policy”) may apply (PUPR’s faculty, staff, or students, and others to whom the IP Policy may apply shall be referred to collectively hereinafter as the “Originators”). It provides the basis for a determination of patentability, for the drafting of a patent application, and/or for registering a copyright. It also assists in the evaluation and, when applicable, commercialization of the inventions developed as part of the academic endeavors of its faculty and students.

This document carries important legal ramifications, and thus, should be prepared carefully.

This Intellectual Property Disclosure Form should be completed by any Originator when something new and useful has been conceived or developed, or when unusual, unexpected, or non-obvious research results have been achieved.

Where appropriate, the University may seek to patent University intellectual property and license such intellectual property to industry for further development and commercialization. Royalties derived from any such license will be shared with the inventor(s) in accordance with the University’s Intellectual Property Policy.

This Intellectual Property Disclosure Form should also be completed when other forms of intellectual property are developed by an Originator, unless such intellectual property is specifically excluded by the IP Policy from being disclosed such as materials used solely by the Originator in the teaching of a course.

As with inventions, royalties from the commercialization of intellectual property, if any, will be shared with the Originator(s) in accordance with the IP Policy.

Procedure

All inventions and creative works developed by the Originators either through Sponsor-Supported Efforts, University-Assigned Efforts, University-Assisted Efforts, or Individual Efforts, as such terms are defined in the IP Policy, shall be

promptly reported to PUPR's Director of the Sponsored Research Office through the submission of this Intellectual Property Disclosure Form.

As per the IP Policy currently in effect, PUPR will determine if the invention or creative work is a University-Assigned Effort, a University-Assisted Effort, or an Individual Effort. To the extent that the invention or creative work is determined to be a University-Assigned Effort or a University-Assisted Effort, PUPR will evaluate the methods of protection applicable to the discovery, development, design, creation, and/or invention object of the disclosure and may submit recommendations to obtain legal assistance from internal or external counsel.

When an invention or improvement appears to have commercial and/or economic value, assistance will be sought by PUPR from a patent attorney and/or agent for applying for a patent. In furtherance of the foregoing, PUPR will research the market and identify third parties for the commercialization of the invention, discuss with potential licensees, negotiate all the appropriate agreements, and monitor progress, among other efforts, all in order to pursue the licensing and protection of the invention.

The foregoing notwithstanding, PUPR will not use economic or commercial value as the only factor for determining, pursuing, and enforcing protection and, at its sole discretion, may evaluate any other factors.

All assignments, licenses, or any other agreements involving the commercialization of any intellectual property owned by PUPR, will be reviewed by PUPR legal counsel, to ensure compliance with Federal and Puerto Rico laws.

1. Title of the Invention and/or Creative Work

2. Department / Research Group

3. Additional Departments, Universities, or Institutions Involved

4. Has invention been described in any publication? (Include details on publication and date)

- Attach copies of any publications, abstracts, poster presentations, etc., that you have prepared relating to this technology.
- Attach copies of any publications that others have prepared relating to this technology.
- Attach copies of any slide presentations, visual aids or handouts that you have used disclosing this technology to others.

**5. Has the invention been disclosed to any third party, orally or otherwise?
Include date if applicable**

6. Date of Reduction to Practice, if applicable

* Reduction to Practice is the embodiment of the conceived invention. The date of this embodiment is critical to the determination of priority between inventors. Conception is the formation in the mind of the inventor, of a definite and permanent idea of the complete and operative invention, as it is to be applied in practice.

The embodiment of an invention can either be:

- Actual reduction to practice: this requires that the invention work for its intended purpose;
or
- Constructive reduction to practice: this occurs upon the filing of a patent application on the invention.

In some instances, such as the discovery of genes or chemicals, an inventor is unable to establish a conception until he has reduced the invention to practice through a successful experiment.

7. Inventors or Contributors (Including any from other Universities and Institutions)

1. _____
2. _____
3. _____
4. _____
5. _____

Add additional pages if needed

* Inventorship is a legal status that will be determined by counsel after patent claims are drafted, and can only be finally determined after patent claims are allowed. Please list all contributors, using additional pages if necessary, with the understanding that listing an individual on this form does not necessarily mean that the individual will be listed as an inventor on a patent application or be a legal inventor of a patent that may result. Deliberate omission of an inventor from a patent may invalidate the resulting patent. If the work is not an "invention", please also use this section to list contributors to the creative work. Joint inventors need not have worked together or at the same time, but they must have communicated and been aware of each other's work. The contribution of joint inventors need not be equal; the contribution may be partial, but must be original.

8. Funding or Sponsorship (Attach copy of the grant(s) or related documentation)

9. Project Description (If you need more space, feel free to add more pages)

i. General Purpose

ii. Technical or detailed description and current state of development

iii. Advantages and Improvements

iv. List and/or enclose any patent and/or publication which discloses an invention and/or discovery which may be similar to the Disclosed Invention

v. Analysis of economic or academic value (commercial applications; economic potential; interested companies)

vi. Enclose any copies of results, photos, written descriptions, prototypes, and/or any other tangible form of the invention

10. Software/Other Works

a) Is the invention considered software or is software implemented in the invention? (If so, please ensure all software developers are listed as contributors in part 7).

b) If the answer to (a) is yes, was any third party content used in the software (open source, library code, etc.). If so, please list the source of the third party content and any applicable licenses.

c) Is the invention or work a literary or dramatic work, musical work, choreographic work, pictorial, graphic, or sculptural work, audiovisual work, sound recording, or architectural work? Note: Intellectual property which resides with the Originator need not be disclosed according to the IP Policy.

d) If the answer to (a) or (c) is yes, is the work derivative of another existing work? If so, please explain the original work's source and the modification.

e) If the answer to (a) or (c) is yes, please provide a full listing of University resources, including advice of university employees, that were used in creation of this work.

11. Outside Activities / Consulting

Do any of the listed contributors have consulting or other relevant relationships with entities other than the University? Please explain and attach any consulting agreements or other contracts.

Inventor/Contributor information details (attach additional sheets when necessary)

Name:

Address:

City:

Phone:

E-mail address:

Signature:

Date:

% of contribution:

Name:
Address:
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Date:
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Name:
Address:
City:
Phone:
E-mail address:
Signature:
Date:
% of contribution:

Please use additional sheets as necessary. All contributors named in Section 7 should sign this form.