

3. Invention Related Dates

	Date (mm/dd/year)	Does a written record of this date exist? (Yes/No)	If Yes: location of written records If No: List of names with whom you had discussions.
First Disclosure to IP Administrator			
Conception of Invention			
Experimental Evidence of Invention / Proof of Concept Established			

4. Briefly Summarize the Invention: Please include all relevant information, and append complete descriptions as needed (e.g. data, publications, abstracts, graphs, presentations)

5. What are the Advantages of your Invention over the current technology??

6. What are the Practical and Commercial Applications of the Invention?

7. Please Indicate the Stage of Development of your Invention: (e.g. concept, early stage, bench prototype, product, etc.)

8. Does the Invention Possess Disadvantages or Limitations? How Might they be Overcome?

9. Please List any Companies You Find Are/Might be Interested in Your Invention:

(specific contacts are most helpful)

10. Past, Current, and Anticipated Communications

Communications relevant to this invention may include grant submissions, book chapters, journal articles, proceedings, theses, posters, proceeding abstracts, online pre-prints, online abstracts or descriptions, oral presentations and handouts of oral presentations that are open to the public, private correspondence to non-UWA persons and entities, sales of the invention, public use of the invention, and some distributions of research materials and prototypes.

Has the Invention been disclosed to any outside of the University of West Alabama, either orally or in writing?

Yes No

If Yes, please specify (e.g. date, name, and circumstances)

Do you intend to publicly disclose the Invention in the future either orally or in writing? (e.g. publication, thesis/dissertation, seminar, poster, meeting abstract, web page)

Yes No

If Yes, please specify the planned date of disclosure and any additional information.

11. Appointments, Consulting Agreements and Conflict of Interest (COI): Please indicate with an "X" all appointments / memberships you may have had at **the time of invention**. In the COI column, please list the names of any companies with whom you had a personal consulting relationship that may possibly be related to the invention as well as providing a copy of any IP ownership language in your consulting agreement(s).

	UWA Employee	Other (please specify)	COI *
Inventor 1			
Inventor 2			
Inventor 3			
Inventor 4			
Inventor 5			

* If you have a "significant financial interest" (as defined in the University's Policy on Conflict of Interest) in a business entity that is related to this invention in any way, then contact the Office of Research Compliance at (205) 348-8461.

12. Funding Sources: Please list all funding sources for materials, equipment and / or salaries of all personnel involved in conception and development of the invention.

Funding Source	Name of Department, Company, Agency, etc.	Grant or Contract Number
Unrestricted University or Departmental Funds		
Federal Agency or Other Government Agency		
Private / Public Foundation		
Commercial Entity		
Others (please specify)		

All inventors affiliated with The University of West Alabama during the course of developing information/material disclosed in this document must sign below. By signing this confidential disclosure form, all inventors hereby assign their rights in the invention(s) described in this disclosure to the University.

All statements and information I have made or provided in this Confidential Invention Disclosure Form are true and complete to the best of my knowledge. I understand and agree that all rights, obligations, and financial interests, if any, pertaining to or derived from the invention are as determined under the University of West Alabama's Intellectual Property Policies and Procedures. I agree to assist The University of West Alabama's Intellectual Property Administrator in the evaluation, possible protection and commercialization of the invention as described in this Confidential Invention Disclosure Form.

For each Inventor, please TYPE in all fields, then sign and date.

Primary Contact	
Inventor 1 Name:	Citizenship:
Home Address:	
Work Address:	
Signature:	Date:

Inventor 2 Name:	Citizenship:
Home Address:	
Work Address:	
Signature:	Date:

Inventor 3 Name:	Citizenship:
Home Address:	
Work Address:	
Signature:	Date:

Inventor 4 Name:	Citizenship:
Home Address:	
Work Address:	
Signature:	Date:

Inventor 5 Name:	Citizenship:
Home Address:	
Work Address:	
Signature:	Date:

Space for Additional Inventors / Non-UWA Inventors

Inventor 6 Name:		Citizenship:
Institution or Company Affiliation / College and Department Info:		
Home Address:		
Work Address:		
Phone:	Email:	Fax:
Signature:		Date:

Inventor 7 Name:		Citizenship:
Institution or Company Affiliation / College and Department Info:		
Home Address:		
Work Address:		
Phone:	Email:	Fax:
Signature:		Date:

Inventor 8 Name:		Citizenship:
Institution or Company Affiliation / College and Department Info:		
Home Address:		
Work Address:		
Phone:	Email:	Fax:
Signature:		Date:

Inventor 9 Name:		Citizenship:
Institution or Company Affiliation / College and Department Info:		
Home Address:		
Work Address:		
Phone:	Email:	Fax:
Signature:		Date:

Inventor 10 Name:		Citizenship:
Institution or Company Affiliation / College and Department Info:		
Home Address:		
Work Address:		
Phone:	Email:	Fax:
Signature:		Date:

What to expect from the IP Administrator after submitting your Invention Disclosure Form?

Note: These general guidelines are intended to help you and your colleagues better understand the IP Administrator's processes. Please note that every case is unique and you are encouraged to directly contact the IP Administrator if you have any questions about what to expect for your specific invention.

1. Acknowledgement

- Within 5 business days of submitting your Invention Disclosure Form to the IP Administrator, you will receive an acknowledgement email.
- This message will notify you of the invention's unique identification number (IPID).

2. Initial Review

- The IP Administrator will perform an initial review of the invention, which may involve a preliminary literature search to survey the competitive business and intellectual property landscape relative to the invention.
- Inventors are encouraged to forward any potentially relevant references to the IP Administrator.

3. Inventor Interview

- After the initial review, a IP Administration staff member will request a meeting to discuss the invention and potential commercialization opportunities and strategies.
- Your meeting request will be initiated as soon as possible after submitting your Invention Disclosure Form to the IP Administrator. Should there be a need to expedite the review process due to an upcoming publication or conference presentation; inventors are encouraged to contact the IP Administrator directly since any "public disclosures" may impact the ability for the university to obtain broad intellectual property protection.

4. Assessment

- After the completion of the Inventor Interview, the Invention Disclosure Form along with any supplemental information will be utilized in the Triage Process. The goal of the triage process is to produce a report summarizing the preliminary patentability and market assessment. These reports are shared with the inventors, updated as necessary, and provided to the IP Committee.
- Assessment will be completed within 4 weeks after the Inventor Interview.

5. Decision

- Following assessment, The IP Administrator will schedule a time for the technology to be presented to the IP Committee.
- The IP Committee is a five member committee that meets as necessary. At the meeting the inventor(s) are asked to prepare a 10 MINUTE presentation. Inventors are asked to provide the following information for the invention description:
 - i. Clear and concise statement as to what the invention is/does in non-technical terms
 - ii. Brief history of the field/technology focusing on current problems within the field
 - iii. How this technology is different from what is currently available
 - iv. Illustrate why this technology is better.

Following the presentation, the committee discusses the technology and votes on the best path forward. It is important to note that the committee's decision is based mainly on the market potential for a particular technology.