

TECHNOLOGY TRANSFER DISCLOSURE PACKET



**Office of Intellectual Property
and Technology Transfer**

FILE No. PBRC - _____

CONFIDENTIAL

TECHNOLOGY DISCLOSURE

I. INTRODUCTION

This Confidential Invention Disclosure Form is used to disclose a Pennington Biomedical Research Center (University) invention as required under LSU System Policies PM-11 Outside Employment of University Employees, PM-16 Technology Transfer, and PM-64 Intellectual Property Distribution of Royalties and Other Matters. An invention disclosure should be made when something new and useful has been conceived or developed, or when unusual, unexpected, or unobvious research results have been achieved and can be utilized. An invention includes any discovery, new and useful process, composition of matter, article of manufacture, know-how, design, model, technological development, biological material, strain, variety, culture of any organism, or portion, modification, translation, or extension of these items, and any mark used in connection with these items.

Please note that this information should be submitted prior to publication as public disclosure of the invention places severe limitations on available patent protection. **Non-confidential disclosure of an invention (to people outside the University) may cause a loss of rights which prevents patent protection of the disclosed invention.** Thus, to ensure the possibility of worldwide patent protection, it is important that invention disclosures be submitted for timely review so that a U.S. patent application can be filed before public disclosure occurs.

II. DISCLOSURE OF INVENTION

A. TITLE: _____
(Brief but comprehensive, technically accurate, and descriptive; 10 words or less)

B. CONCISE DESCRIPTION OF THE INVENTION

1. The disclosure should enable someone who has knowledge of the field to understand the technical merits of the invention, its usefulness and possible practice applications. Include essential elements (features, concepts, or new results of the invention, whichever is most applicable), their relationship to one another, and their mode of operation. Identify the elements that are considered novel. (Attach additional sheets as necessary.) Please feel free to use the attached Pennington Biomedical research template that can be used to prepare the description of your technology

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Please list KEYWORDS that would help someone searching for this technology to locate it easily.

2. If the invention is an apparatus or system, attach drawings or a sketch and indicate if it has ever been built or tested. Use additional pages, attach drawings, manuscripts, papers, or other supporting material to facilitate understanding the invention. Attach any data which shows that the invention works.

3. **PRODUCTS:** Describe the most likely products, services or commercial processes or other applications that could result from this invention.

C. COMPETITIVE ADVANTAGES

List existing products, services or processes, and describe how the subject invention will provide or contribute to superior advantages or unique features (e.g., what could it do to help a potential customer: lower expenses, increase productivity, efficiency or accuracy, minimize risk, simplify a process, overcome a defect, increase revenue, promote safety?)

III. POTENTIAL LICENSEES / PARTNERS/COMPETITORS

- A. If you are aware of companies or a research sponsor who will be a potential license for this invention, please indicate that company (with specific individual and phone number) in the space below:

B. SUPPLIERS

What companies are the major suppliers for products or services that could or will compete with the Invention?

- C. Have you communicated with any industry representative regarding your invention? ☐ YES ☐ NO

If yes, please provide the following information for each company:

Was such a disclosure made under a confidentiality agreement? ☐ YES ☐ NO

Date of Disclosure:	_____	City/State/Zip:	_____
Company:	_____	Individual Contact:	_____
Address:	_____	Official Title:	_____

IV. PUBLIC DISCLOSURE / PUBLICATION PLANS

Public disclosure includes abstracts and presentations at scientific meetings (including poster sessions), public seminars, shelving of theses, publications, disclosure to others outside Pennington Biomedical (University) who have not signed a confidentiality agreement, and the use, sale, or offer of sale of the invention. Identify the first dates and circumstances of any such disclosures. Also, indicate your future disclosure or publication plans, and **NOTIFY** the Office of Intellectual Property & Technology Transfer before the invention becomes publicly disclosed or published in the future (whether by plan or inadvertently).

A. Which of the following have you done or do you intend to do?

	YES	NO	DATE
1. Publish	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Poster Session	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Disclose to Industry Rep.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Other Public Dissemination	<input type="checkbox"/>	<input type="checkbox"/>	_____

B. Please attach any published technical material such as patents, commercial literature, or scientific articles relating to the invention.

V. FINANCIAL SUPPORT / CONTRACT IDENTIFICATION

The primary purpose of this section is to identify any specific grant or contract number(s) (not the account number) and the external sponsors (governmental agencies, industrial sponsors, private agencies, or others) which provided support used to defray costs related to the research from which the invention resulted. This information is required by federal law and is needed to determine whether this invention is subject to any commitments or restrictions arising from the terms of sponsorship. This includes funding for research assistants, post-doctoral, or any other person working on this project. Be sure to include other research centers, consortiums and institutions.

A. Please provide the following information regarding any contract and grant support for the invention process. (The following information must be provided for **EACH** contract or grant that supported the invention process; attach additional sheets if necessary.)

Name:	_____	Grant / Contract #:	_____
Address:	_____	PI Name:	_____
City, State, Zip:	_____		
Grant / Contract Title:	_____		

B. Did any of the contributors use any instrument(s) biological, chemical or physical material(s) or substance(s) obtained from others to create this invention? ☐ YES ☐ NO

If YES, did a Materials Transfer Agreement or other document accompany the transfer? ☐ YES ☐ NO
Please attach any such agreements.

C. Did you or any of the co-contributors submit a PM-11 Outside Employment of University Employees form?
☐ YES ☐ NO

- D. Did any of the contributors have academic appointments or employment contracts with organizations other than Pennington Biomedical (University) during the course of this work? ☐ YES ☐ NO

If yes, where:

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EXECUTION BY INVENTORS: By signing below, you affirm that you are not under any obligation to assign rights in this technology to any other party (e.g., to an employer for whom you worked before your employment at PBRC began).

You further agree to assign and do hereby assign to LSU / Pennington Biomedical Research Center all of your right, title, and interest in and to this invention and all other LSU Intellectual Property (as defined in [Part II, Chapter VII of LSU's Bylaws & Regulations](#)), in accordance with LSU's Bylaws & Regulations and as required by your employment with LSU (NOTE: this affirmation does *not* apply to non-Pennington Biomedical inventors). If the "Contribution %" fields have been completed below, then by signing below you are also agreeing to an irrevocable allocation of the inventors' share of royalties accordingly. Pennington Biomedical may require you to sign an independent assignment letter.

You further agree that in accordance with **Chapter VII of the LSU's Bylaws & Regulations**, should this technology be licensed to an outside party and royalty payments are received by Pennington Biomedical, you, as an inventor, do hereby agree to receive your royalty payments within 30-60 days after Pennington Biomedical has received the funds from the licensee. This timeframe will allow Pennington Biomedical to (1) confirm the collection of the funds, (2) request and prepare your payment voucher, and (3) to mail the check to your personal address, as outlined below.

CONFLICT OF INTEREST CERTIFICATION: I acknowledge and certify that I have no potential, perceived or real conflict of interest at this time in this disclosure. As an inventor/co-inventor I acknowledge and certify by signing below, my obligation to report any change in my financial interests to Pennington Biomedical within thirty (30) days of the change.

VI. IDENTIFICATION AND SIGNATURE OF INVENTORS AND/OR CONTRIBUTOR(S)

List below all persons who are believed to have contributed to the conception or creative reduction to practice of this invention. Please provide addresses and phone numbers where they may be contacted. Please make additional copies for researcher information as necessary.

INVENTOR #1

Name:	Title:	Citizenship:
Pennington Address:		
Department:		Contribution %:
Work Phone:	Work Email:	Other Email:
Home Address:		
Signature:		Date:

INVENTOR #2

Name:	Title:	Citizenship:
Pennington Address:		
Department:		Contribution %:
Work Phone:	Work Email:	Other Email:
Home Address:		
Signature:		Date:

INVENTOR #3

Name:	Title:	Citizenship:
Pennington Address:		
Department:		Contribution %:
Work Phone:	Work Email:	Other Email:
Home Address:		
Signature:		Date:

INVENTOR #4

Name:	Title:	Citizenship:
Pennington Address:		
Department:		Contribution %:
Work Phone:	Work Email:	Other Email:
Home Address:		
Signature:		Date:

NOTE: The foregoing list should include names of all persons who may qualify as legal inventors. Inventorship is a matter of law and is determined with assistance of the attorney of record.

(IF MORE THAN FOUR INVENTORS, PLEASE ADD ADDITIONAL SHEETS)

VII. DISTRIBUTION

Email this completed disclosure and ALL attachments to grants@pbrc.edu and behaviortools@pbrc.edu and send the original to the Office of Intellectual Property & Technology Transfer, B1028, 6400 Perkins Road, Baton Rouge, LA 70808.