

VALDOSTA STATE UNIVERSITY INTELLECTUAL PROPERTY DISCLOSURE

CONFIDENTIAL

INTELLECTUAL PROPERTY

Definition of Intellectual Property (Intellectual Property Policy – Valdosta State University, Preamble, Paragraph 2, Page 1).

“Intellectual Property for the purpose of this policy is defined as creative and scholarly works and invention which have commercial potential and may be protected under the laws of various countries that establish rights called “Intellectual Property.” This term includes patents, copyrights, trade secrets, trademarks, plant variety protection, and other rights.”

A “**compilation**” results from the process of selecting, organizing, and arranging previously existing material of all kinds, regardless of whether the individual items in the material have ever or could have been subject to copyright. A “**derivative work**,” on the other hand, requires a process of transforming or adapting one of more preexisting copyrightable works.

1. Title of Intellectual Property: _____

2. Short Title: _____

3. a. Originator’s Name: Dr. / Mr. / Ms.: _____
Last First Middle

Title: _____ Originator’s Interest: _____ % VSU ID: _____
Last 4 Digits

VSU Address: _____
College / Department / Laboratory / Center Telephone

Fax Number: _____ Email: _____

Residence Address: _____
Street / Apt. No.

County City State Zip Code Telephone

b. Originator’s Name: Dr. / Mr. / Ms.: _____
Last First Middle

Title: _____ Originator’s Interest: _____ % VSU ID: _____
Last 4 Digits

VSU Address: _____
College / Department / Laboratory / Center Telephone

Fax Number: _____ Email: _____

Residence Address: _____
Street / Apt. No.

County City State Zip Code Telephone

(If more than two Originators, please download and complete Intellectual Property Disclosure for Additional Originators and attach with Intellectual Property Disclosure)

4. Please describe the TYPE of work (compilation, derivative, original work, etc.):

5. Give a brief description of your intellectual property (if necessary for complete understanding, please attach a more detailed description): _____

6. Did the Intellectual Property result from sponsored research? YES: _____ NO: _____ If yes, please give details:

Sponsor: _____ VSU Project No.: _____
Sponsor: _____ VSU Project No.: _____
Sponsor: _____ VSU Project No.: _____

7. What costs have been involved to date in the work leading to the development of this work (If not known, estimate as accurately as possible):

External funds (source: _____) \$ _____

University resources (other than cash):

Staff: _____

Materials: _____

Equipment: _____

Other: _____

Copyright Section

8. If appropriate, do you plan, or have you already filed for Copyright Protection for this work?

YES: _____ NO: _____

IF YES, continue with question #9. If NO, skip to question #16, "Patents" section.

9. Has the Intellectual Property been disclosed in an abstract, paper, talk, project report or theses?

YES: _____ NO: _____

IF YES, type of disclosure: _____ Disclosure date: _____

10. Is a publication or other disclosure planned in the next six months? YES: _____ NO: _____

IF YES, type of disclosure: _____ Disclosure date: _____

11. Target market: _____

12. Have you disclosed the best mode known to you at this time of carrying out your

Invention / intellectual property? YES: _____ NO: _____

IF NO, please explain: _____

13. a. Date of Conception: _____

b. Provide a timeline for the creation of this intellectual property since conception to present:

Attach additional page if necessary

14. Has the Intellectual Property been reduced to actual practice (i.e. have products, apparatus, or compositions, etc. actually been made and tested?)

YES: _____ NO: _____

IF YES, give date of reduction to practice: _____

Patent Section

15. Do you intend to patent this intellectual property? YES: _____ NO: _____

IF YES, continue to question #17. IF NO, skip to question #29.

16. Does the Intellectual Property appear to pass the following tests for patentability?
Novelty: _____ Non-obviousness: _____ Usefulness: _____

17. Has a patent of literature search been undertaken? YES: _____ NO: _____

18. Are related patents or other publications known to you? YES: _____ NO: _____

19. Are laboratory records and data available? YES: _____ NO: _____

20. What are the immediate and / or future applications for this Intellectual Property?

21. What are the advantages of the invention? Why is it better than existing technology? What are its novel and unusual features? What problems does it solve? _____

22. Are there any limitations to be overcome prior to practical application? _____

23. Is work on the Intellectual Property continuing? YES: _____ NO: _____

24. Do you know of any appropriate industrial organizations which may be interested in licensing this technology / process / innovation?
Company name: _____ Contact: _____
Company name: _____ Contact: _____
Company name: _____ Contact: _____

25. What product / program (if any) serves the same purpose as this product / program, and what is the purchase price? _____

26. Is the final version of this product available? If not, when is it expected to be available? _____

27. Functional description of system (refers only to Software – see Intellectual Property Policy Valdosta State University for definition of “Software.”).

- i. Computers on which the program will run: _____
- ii. Programming language used: _____
- iii. Operating system used: _____
- iv. Specification of media on which the program is supplied: _____
- v. Is software copy protected? _____
- vi. Is any other software necessary to run this program? YES: _____ NO: _____
IF YES, please attach details.
- vii. Number of pages comprising:
 - a. User manual: _____
 - b. Technical manual _____

28. Execution by Developer(s) / Originator(s):

I / We Developer(s) / Originator(s) hereby solemnly swear and affirm under oath that I / We / am / are the only Developer(s) / Originator(s) of this intellectual property and that I / We have not knowingly omitted the inclusion of any other Developer(s) / Originator(s) besides me / us.

Signature(s) of Developer(s) / Originator(s) and date:

Signature

Date

Signature

Date

Signature

Date

Execution by Witnesses

This Intellectual Property was disclosed and explained to me by the Developer(s) / Originator(s) whose signature(s) appear above on the _____ day of _____, 20_____.

Signature of Witness Date_____.

This Intellectual Property was disclosed and explained to me by the Developer(s) / Originator(s) whose signature(s) appear above on the _____ day of _____, 20_____.

Signature of Witness Date_____.



Dean and/or Department Head Signature Date

Intellectual Property Chair Signature Date



RETURN THIS FORM (WITH ANY ATTACHEMENTS) TO:

Office of Sponsored Programs and
Research Administration, Valdosta State University, 1500 N. Patterson St., Valdosta, GA 31698
Phone: 229.333.7837; Fax: 229.245.3853