

INVENTION DISCLOSURE FORM CHECKLIST

Before submitting your Invention Disclosure Form, please check that you have filled it out completely.

✓	Page	Item
	1	Lead Inventor signature
	2	All Inventors listed, including non-UNM Inventors
	4	Sponsor information complete (if applicable)
	6	All required signatures on Signature Page
	9	Inventor Assignment to UNM signed by all UNM Inventors and notarized

Docket Number: _____	Office Use Only:	Prior or Pending Publication: _____
Completed Disclosure Date: _____		Governmental Sponsored Research: _____
		Non-Governmental Sponsored Research: _____

CONFIDENTIAL

UNIVERSITY OF NEW MEXICO INVENTION DISCLOSURE FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BEFORE PROCESSING CAN BEGIN. Inventor(s) must also execute the attached assignment. For questions or assistance contact the Patent Administration Office ("PAO").

**Return completed form to: The University of New Mexico
 Patent Administration Office
 MSC02 1570
 Albuquerque, NM 87131
 (505) 277-7646
 (505) 277-8822 Fax**

Lead Inventor: _____
 Last Name

 First Name

- The Lead Inventor (who may or may not be the principal inventor) is responsible for:
- (1) communicating with co-inventors, STC, and patent attorney/law firm personnel assigned to the invention;
 - (2) providing requested documents to PAO, STC, and the patent attorney; and,
 - (3) notifying STC and the patent attorney of changes in invention status.

I understand and agree to comply with the responsibilities set forth above as Lead Inventor for this invention.

_____/_____
 Signature Date

Invention Title: _____

Initial disclosure submission date: _____

I. INVENTORS

- A.) First Name: _____ Middle Initial: _____
Last Name: _____
UNM Department: _____
Campus Address: _____
Residential Address: _____

Country of Citizenship: _____
Work Phone: _____ Fax: _____ E-mail: _____
Contribution to Invention: _____

- B.) First Name: _____ Middle Initial: _____
Last Name: _____
UNM Department: _____
Campus Address: _____
Residential Address: _____

Country of Citizenship: _____
Work Phone: _____ Fax: _____ E-mail: _____
Contribution to Invention: _____

- C.) First Name: _____ Middle Initial: _____
Last Name: _____
UNM Department: _____
Campus Address: _____
Residential Address: _____

Country of Citizenship: _____
Work Phone: _____ Fax: _____ E-mail: _____
Contribution to Invention: _____

- D.) First Name: _____ Middle Initial: _____
Last Name: _____
UNM Department: _____
Campus Address: _____
Residential Address: _____

Country of Citizenship: _____
Work Phone: _____ Fax: _____ E-mail: _____
Contribution to Invention: _____

(Please copy and attach additional pages if five or more inventors.)

II. OWNERSHIP / SOURCE OF FUNDS (please answer ALL questions)

- A. Is this invention directly related to your University research duties?

- B. Did this invention result from research or other work performed with significant use of University funds or facilities?

- C. Did this invention result from research or other work performed on your own time AND is it unrelated to your University research duties?

- D. Did this invention result from research sponsored by a federal government agency?

- E. Did this invention result from non-governmental sponsored research or other work?

- F. Please list the sponsor(s) of the research under which the invention was conceived and/or reduced to practice:

Sponsor: _____ P.I.: _____
Grant #: _____
UNM Account #: _____
Short Title: _____
Research Period -- Start Date: _____ End Date: _____

Sponsor: _____ P.I.: _____
Grant #: _____
UNM Account #: _____
Short Title: _____
Research Period -- Start Date: _____ End Date: _____

Sponsor: _____ P.I.: _____
Grant #: _____
UNM Account #: _____
Short Title: _____
Research Period -- Start Date: _____ End Date: _____

E. Did you use material received from any other source? _____

(If yes, please list the materials, source, date received, and any materials transfer agreements in place for use of said materials.)

III. INVENTION DETAILS:

A. Date of conception of the invention: _____
How was this documented (e.g. lab notebook, computer disk, photograph, chart)?

B. Please attach a **detailed** description of the invention on a separate page.

C. Has the invention been reduced to practice (e.g. experiments, proof of principle, prototypes, animal studies, clinical trials)? If so, when and how?

D. Please briefly describe the utility of the invention.

IV. PUBLICATIONS / DISCLOSURES

A. Inventors' publications on this invention as of the date of this disclosure*:

- 1. _____ Publication Date: _____
- 2. _____ Publication Date: _____
- 3. _____ Publication Date: _____
- 4. _____ Publication Date: _____

B. Anticipated inventors' publications on this invention* :

- 1. _____ Date Submitted: _____ Expected Pub. Date: _____
- 2. _____ Date Submitted: _____ Expected Pub. Date: _____
- 3. _____ Date Submitted: _____ Expected Pub. Date: _____
- 4. _____ Date Submitted: _____ Expected Pub. Date: _____

*Please submit a copy of any publications to the Patent Administration Office with this form.

C. Please include the details (including date, subject matter, and meeting or audience) of any presentations or talks regarding the invention made to non-University personnel (attach a copy of the slides or other materials used, if any):

SIGNATURE PAGE

Inventor(s) acknowledge that, under UNM’s Intellectual Property Policy as described in the *Faculty Handbook* (“IPP”), UNM owns the invention, lab notebooks, and all other materials which contain information about the invention. Inventor(s) are those persons that are considered under patent law to be inventors and must be listed on any application for a patent. Inventor(s) are entitled to a share of royalties and other commercialization proceeds (which do not include payments for sponsored research) (“Royalties”) received by the University from commercialization of the invention. Inventor(s) share Royalties equally unless they agree otherwise among themselves in writing. Disagreements regarding inventorship and Royalty sharing shall be subject to the procedures and remedies of the IPP. Inventor(s) agree to timely execute all assignments and other documents related to securing intellectual property protection and licensure of the invention and to otherwise cooperate with the PAO, STC, and the patent attorney selected to handle this case. Inventor(s) also agree to make available to PAO and STC, upon request, copies of lab notebooks and any other materials which contain information about the invention. Inventor(s) have reviewed this invention disclosure and hereby warrant the accuracy of the information contained here.

Inventor #1 Signature	Date	Inventor #2 Signature	Date
Inventor #3 Signature	Date	Inventor #4 Signature	Date
Inventor #5 Signature	Date	Inventor #6 Signature	Date

WITNESS

The invention disclosure herein has been read and understood by the following witness and departmental Chair or Director:

_____ Date _____
(Signature)
Typed name of Witness 1: _____

APPROVAL for the DEPARTMENT of: _____

by: _____ Date _____
(Signature of Chair or Director)

Typed name of Chair or Director: _____

INVENTOR ASSIGNMENT TO UNM

ASSIGNMENT from _____

whose addresses are set forth on the signature page hereof (the "Inventors"), to the University of New Mexico, an educational institution of the State of New Mexico, whose address is c/o Patent Administration Office, Hokona Hall, Zuni Wing, Rm. 357, Albuquerque, New Mexico 87131 (the "University").

WHEREAS, the Inventors, while employed by the University, conceived and/or reduced to practice one or more inventions which are described both in the disclosure described below and in other materials associated with the disclosure, including materials prepared after the date of this Assignment. The disclosure is identified as:

<u>UNM Docket No.</u>	<u>Invention Title</u>
_____	_____
_____	_____
_____	_____

(both the disclosure and the associated materials are collectively referred to herein as the "Invention Disclosure");

WHEREAS, one or more patent application(s) either have been or may be filed in the future in the United States Patent and Trademark Office and other patent offices covering the invention or inventions described in the Invention Disclosure (collectively, the "Patent Application(s)"). Any such patent application(s) filed as of the date hereof are described below:

<u>Patent App. Serial No.</u>	<u>Country</u>	<u>Date of Filing</u>	<u>Title</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

And,

WHEREAS, the University is legally entitled to obtain a formal assignment from the Inventors of their entire right, title, and interest in and to invention(s) and related technology created by Inventors during their employ by the University.

NOW, THEREFORE, the Inventors do hereby assign and transfer unto the University all their right, title, and interest in and to: (a) the invention(s) described in the Invention Disclosure and/or Patent Application(s); (b) any technical information, know-how, trade secret, process, procedure, composition, biological materials, device, method, formula, protocol, technique, software, design, tradename, trademark, copyright, copyrightable material, drawing or data which is related to the aforesaid invention(s) and/or that is included in the Invention Disclosure, whether or not covered by the Patent Application(s); (c) the Patent Application(s) including but not limited to all divisions, reissues, continuations, continuations-in-part, continuing patent applications, substitutions, renewals, extensions filed and all patent(s) issuing thereon in the

United States and all foreign countries; (d) all improvements to the invention(s) described in the Invention Disclosure and/or Patent Application(s) hereafter made or invented by any of the Inventors during their employment with the University (all of the foregoing, (a), (b), (c), and (d) being collectively referred to hereafter as the “Invention”); and (e) the right to assert claims and bring lawsuits for any violation or infringement of any of the intellectual property rights assigned hereby, including all patents issuing on the Patent Application(s).

