



## Invention Disclosure Instructions

- I. Please list all individuals who contributed to the concept and/or reduction to practice of the invention. The % contribution should be decided by and between the inventors and should total 100%.

Signature – in order to process the invention disclosure, the signature of **all** named JMU inventors and their complete information must be provided. If an inventor is off campus or no longer with the university, a fax signature is acceptable. If an inventor is or was at an institution other than JMU during their contribution to the invention, a signature is not required, but please includes contact and citizenship information.

Please list all dates concerning conception or when the idea was first conceived, preferably backed by lab notebook notes.

II. Please attach a description of the technology. At a minimum, this should be a one to two page summary description of the invention and why it is unique or represents an improvement over existing technologies. Preferably, the description will include one or more of the following: submissions for publication or published material; lab notes; presentations; diagrams/drawings; results and graphs.

The description allows our office to conduct a review of patentability and commercial viability. The more complete the description is, the more thoroughly we can conduct such a search. *Please feel free to include as much information as you like – it will help our office evaluate and understand your innovation in the IP patent space.*

IIIc. Please provide any grant/project number specifications if applicable. In addition, please provide the name of the sponsoring agency/company and the length or end date of the grant/project period.

III d. For valuation of university contributions, consider the equipment cost, age, percentage of time used over the life of the machine to compute an estimated value of equipment used. For example, a lab spectrometer that is valued at \$5,000 and used for 20 hours per week for 1 year in the creation of the invention would be valued at approximately \$2,500 ( $\$5,000/2$ )

III e. If the invention was conceived or reduced to practice with the use of federal or contract funds, please check the appropriate box and list the grant/contract number(s) in this space. *This information is required for University compliance with Federal law and/or contract obligations.*

This refers to the use of University time and/or lab space in the development of the invention.

IV. Please provide information (if applicable) in the following sections as instructed. This information will assist the Office of Technology Transfer in further understanding what, if any, public mentions of the invention have been made. In addition, it provides the OTT a better grasp as to where additional information may be found for type of invention.

IVc. Please check below and fill in the date if applicable. As to the definition of “reduction to practice”, there are two types:

- a. Actual reduction to practice- the invention physically exists in a functions form; or
- b. Constructive reduction to practice- you would be able to explain step by step to an individual of ordinary skill in your field how to build or produce the functional invention.

If you are able to prepare an invention disclosure, you’ve very likely reduced the invention to practice.