

# 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: \_\_\_\_\_

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### Copyright Section

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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: \_\_\_\_\_

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### Patent Section

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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?

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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? \_\_\_\_\_

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

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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? \_\_\_\_\_

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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 \_\_\_\_\_.

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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