

<h1 style="text-align: center;">Intellectual Property Disclosure Form</h1> <p style="text-align: center;">Abilene Christian University— Office of Research & Sponsored Programs</p>	<i>For Internal Use Only</i>	
	Date Received	Certify Completion
<p>INSTRUCTIONS: Fill in every blank field with the requested information or enter “Not Applicable” or “N/A” as appropriate. If the space provided is insufficient, enter “see attached sheet” and attach plain pages as needed to expand answers. When this form is completely executed, it becomes a critical legal document for intellectual property protection.</p> <p>When complete, email this form to orsp@acu.edu</p>		
SECTION I: DISCLOSURE TYPE		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Biological Materials</div> <div style="width: 33%;"><input type="checkbox"/> Chemicals/Synthesis</div> <div style="width: 33%;"><input type="checkbox"/> Educational Materials</div> <div style="width: 33%;"><input type="checkbox"/> Other Materials</div> <div style="width: 33%;"><input type="checkbox"/> Mechanical Inventions</div> <div style="width: 33%;"><input type="checkbox"/> Software</div> <div style="width: 33%;"><input type="checkbox"/> Other (describe):</div> </div>		
SECTION II: DESCRIPTION OF INVENTION, WORK, MATERIAL, OR DESIGN <i>Please attach relevant sketches, drawings, photos, reports, and/or manuscripts</i>		
<p>2a. DESCRIPTIVE TITLE.</p>		
<p>2b. DESCRIPTION/ABSTRACT. <i>Describe the invention, work, materials, design or software. What is the purpose and operation? What are the features believed to be new?</i></p>		

2c. PRIOR EXISTING TECHNOLOGY. *Describe the previous method, material or apparatus used by others to perform the purpose of this invention (if applicable), and give their limitations/disadvantages.*

2d. ADVANTAGES. *State the advantages of this technology over the Prior Existing Technology described in paragraph 2c. Why is the invention more advantageous than present technology? What problems does it solve? What are its novel and unusual features?*

2e. COMMERCIAL INTEREST/INDUSTRY PARTNERS. *Who would be the customer/end user? What companies would be potential partners?*

SECTION III: PUBLIC DISCLOSURE AND PUBLICATIONS

3a. PUBLIC DISCLOSURE. *Has a written paper, presentation, work, or other description of the technology been offered to a publisher or journal, published, or made available to the public in any capacity?* ☐ Yes ☐ No

If yes:

1. Short Title:
2. To whom:
3. When:
4. Where:

If not, do you plan on publishing or publicly presenting the technology within the next 6 months?

☐ Yes ☐ No

1. To whom:
2. When:
3. Where:

3b. PRIOR AGREEMENTS. *During the last five years, have any of the inventors signed any documents or agreements of any type during a visit to an outside entity such as commercial or government research labs concerning this or been employed by another entity claiming ownership of the intellectual property of its employees?* ☐ Yes ☐ No

If yes:

1. To whom:
2. Dates:
3. Where:

SECTION IV: GRANTS, SPONSORSHIP, AND SUPPORT

4a. CONTRACTS, GRANTS, AND OTHER SOURCES OF SUPPORT. *Please describe ALL sources of internal and external funding that supported the development of this IP, outside of the usual salary and office space/supplies provided for typical employment by ACU. This may include internal grants; additional ACU funds provided for salaries, extra pay, laboratory space, materials, supplies & equipment; external grants and contracts; and donor support. If additional space is needed, please attach a separate sheet.*

☐ No support was provided outside of standard ACU salaries and office space/supplies provided as part of usual employment

1. Source of Funding:
 PI Name:
 Amount of Funding:
 Grant or Contract Number, if available:
 Grant or Contract Title, if available:

2. Source of Funding:
 PI Name:
 Amount of Funding:
 Grant or Contract Number, if available:
 Grant or Contract Title, if available:

3. Source of Funding:
 PI Name:
 Amount of Funding:
 Grant or Contract Number, if available:
 Grant or Contract Title, if available:

4b. PERMISSIONS. *Did you or any of the authors use material from others (such as software, manuscripts, or other works) to produce the work?* ☐ Yes ☐ No

If yes, what is the permission source?

4c. WORK-FOR-HIRE. *Fill out this section if your disclosure is a work-for-hire activity commissioned by the University as described in Section 4.6 of the Intellectual Property Policy. Please list all ACU facilities and materials budgeted for the development of the technology. Please include any release time, student salaries, special services, and subcontracts that were budgeted.*

☐ Not "Work-for-hire"

Facility/Material/Personnel	Dates	Approximate Total Hours	Approximate Cost

SECTION V: INVENTOR/CREATOR INFORMATION		
5. INVENTORS/CREATORS. <i>Please complete the information below for all inventors/collaborators, including collaborators from other institutions. All fields are required. Copy this page for additional individuals, if needed. <u>All inventors/creators must initial and date this form in the space provided.</u> <u>Electronic signatures may be used only when verified (e.g., ESign).</u></i>		
First Name: Middle Initial: Last Name: Title: University: College: Division/Department:	Work Address Line 1: Work Address Line 2: City, State, Zip: Country: Citizenship: Work Phone: Cell Phone: Work Email:	
Initials:	Date:	Lead Inventor/Creator <input type="checkbox"/> Yes <input type="checkbox"/> No Relative Contribution %
First Name: Middle Initial: Last Name: Title: University: College: Division/Department:	Work Address Line 1: Work Address Line 2: City, State, Zip: Country: Citizenship: Work Phone: Cell Phone: Work Email:	
Initials:	Date:	Lead Inventor/Creator <input type="checkbox"/> Yes <input type="checkbox"/> No Relative Contribution %
First Name: Middle Initial: Last Name: Title: University: College: Division/Department:	Work Address Line 1: Work Address Line 2: City, State, Zip: Country: Citizenship: Work Phone: Cell Phone: Work Email:	
Initials:	Date:	Lead Inventor/Creator <input type="checkbox"/> Yes <input type="checkbox"/> No Relative Contribution %
First Name: Middle Initial: Last Name: Title: University: College: Division/Department:	Work Address Line 1: Work Address Line 2: City, State, Zip: Country: Citizenship: Work Phone: Cell Phone: Work Email:	
Initials:	Date:	Lead Inventor/Creator <input type="checkbox"/> Yes <input type="checkbox"/> No Relative Contribution %

SECTION VI: DEPARTMENT & COLLEGE CERTIFICATION	
<p>6. CERTIFICATIONS. <i>Every inventor's/creator's Department Chair and College Dean must sign to confirm the University's contribution and external contract and grant support. Copy this page for additional signatures if needed.</i></p>	
<p><u>DEPARTMENT CHAIRS</u></p> <p>Department: Name:</p> <p>Signature: _____</p> <p>Date: _____</p> <p><u>DEANS</u></p> <p>College: Name:</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Department: Name:</p> <p>Signature: _____</p> <p>Date: _____</p> <p>College: Name:</p> <p>Signature: _____</p> <p>Date: _____</p>
SECTION VII: FOR ADMINISTRATIVE USE ONLY	
<p>The University Intellectual Property Committee has reviewed this disclosure form and <u>recommends</u>:</p> <p><input type="checkbox"/> There is currently no Intellectual Property as per Section 3.1 of the Intellectual Property Policy. However, this assessment may change with further developments.</p> <p><input type="checkbox"/> There is currently Intellectual Property and recommends the University assert its interest and rights in the Intellectual Property.</p> <p><input type="checkbox"/> There is currently Intellectual Property and recommends the University waive its interest and rights in the Intellectual Property.</p> <p>The above recommendations will be made to the Provost, who will determine Abilene Christian University's final position. The final determination will be made in writing to the Inventor's/Creator's. If there is Intellectual Property, the University will, within a reasonable timeframe, propose a contract to either: 1) pursue the Intellectual Property with a royalty sharing agreement, or 2) waive the University's interest and rights in the Intellectual Property with a royalty and/or licensing agreement.</p>	