



AMERICAN UNIVERSITY

OFFICE OF THE VICE PROVOST FOR GRADUATE STUDIES AND RESEARCH

INTELLECTUAL PROPERTY DISCLOSURE FORM

Directions

1. Please review and complete all sections of the Intellectual Property Disclosure Form. If you require additional writing space, you may write your comments on a separate page and attach it to the original disclosure form. Please include as much information as possible.
2. Please disclose all funding sources and material sources for the research linked to the intellectual property.
3. While we can accept electronic copies of the disclosure form, we must have a hard copy of the form mailed or hand-delivered to the Office of the Vice Provost for Graduate Studies and Research within five business days of submission of the electronic form.
4. We cannot accept any disclosure forms containing missing or incomplete information, or lacking signatures.
5. If you have any questions pertaining to the completion of your disclosure form, please do not hesitate to call the Vice Provost for Graduate Studies and Research at (202) 885-3778.
6. Please submit your completed disclosure to:

Vice Provost for Graduate Studies and Research

American University

4801 Massachusetts Avenue, NW

Suite 309

Washington, DC 20016-8061

Office: (202) 885-3778

Email: ipc@american.edu

7. After reviewing your intellectual property's disclosure, we will contact you and your co-inventors for a meeting to discuss the contents of your disclosure.

I. Description of Intellectual Property

Title of Intellectual Property:

Intellectual Property Conception Date:

Has the intellectual property been reduced to practice? ☐ YES ☐ NO

Have working prototypes, product apparatus or compositions, etcetera actually been made and tested? ☐ YES ☐ NO

A. Description of Intellectual Property

Please identify clearly your intellectual property in the space below using additional pages as needed, as well as methods and/or materials used, operation, advantages, and utility of the intellectual property. Pictures, data tables, preprints of upcoming publications, and anything else that broadens the scope of the intellectual property and makes the disclosure complete should be included. Rough artwork is satisfactory provided that it is accompanied by a clear and understandable explanation.

B. Immediate/Future Applications

Please list as many actual or hypothetical products or services that can be created or improved by your intellectual property. Be adventurous; try to think of broader or narrower applications for the intellectual property than those that immediately come to mind, as well as applications that lie outside of your own field.

Can you list any potential licensees of this technology? ☐ YES ☐ NO

Please list any companies you feel may be interested in your intellectual property.

Do you have contact with any of these individuals/companies? ☐ YES ☐ NO

Is work on the intellectual property continuing? ☐ YES ☐ NO

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Are there any test data or have efficiency studies been performed? ☐ YES ☐ NO

Are there any limitations to be overcome or other tasks to be done prior to practical application? ☐ YES ☐ NO

If yes, please explain any additional research or tasks that must be completed, how long you predict it will take to do so, and what additional research support, if any, is required to complete these efforts.

II. Disclosure

Any public, non-confidential disclosure of the details of the intellectual property constitutes public disclosure that may bar patent protection. Public disclosure includes (but is not limited to) dissertations, journal articles, conference presentations, seminars, poster presentations, and demonstrations.

Has this intellectual property been publicly disclosed in any form? ☐ YES ☐ NO

Disclosure Date:

Type of Disclosure:

Venue for Disclosure:

Do you plan to disclose it in the future? ☐ YES ☐ NO

Disclosure Date:

Type of Disclosure:

Venue for Disclosure:

If you answered "yes" to any of the above questions:

Has there been any public use or sale of products embodying the intellectual property? ☐ YES ☐ NO

Are you aware of any related developments, publications, or research by others? ☐ YES ☐ NO

If a public disclosure has taken place, please be prepared to provide the Office of the Vice Provost for Graduate Studies and Research copies of any written materials, pictures, video, etc.

III. Source of Funds and Materials

A. Internal Funding Sources

Was the work leading to this intellectual property sponsored by any university funding or completed at university facilities?

☐ YES

☐ NO

If yes, please describe.

B. External Funding Sources

If you have more than two funding sources, please provide the same information requested below on another sheet of paper.

Name of Sponsor #1:

Agreement Number or Other Identifier:

Project Title:

Research Period Beginning & Ending Dates:

Name of Sponsor #2:

Agreement Number or Other Identifier:

Project Title:

Research Period Beginning & Ending Dates:

Please attach copies of your funding agreements.

C. Material Transfer Sources

Please submit copies of all material transfer agreements so that we may assess whether this intellectual property is subject to any commitments or restrictions arising from the terms of sponsorship.

IV. Intellectual Property Inventors Information

Please identify all inventors or contributors to this intellectual property. If the number of inventors or co-inventors exceeds the space provided below, please continue on another sheet of paper. Note: the first person listed below will be considered the primary contact person for this disclosure. By signing, the inventor(s) confirm(s) the completeness and accuracy of the information in this disclosure and agrees to notify the Office of the Vice Provost for Graduate Studies and Research of any changes in this disclosure.

Name:	<input type="text"/>	Department:	<input type="text"/>
Home Address:	<input type="text"/>		
Email:	<input type="text"/>		
Business Phone:	<input type="text"/>	Home Phone:	<input type="text"/>
Citizenship:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

Name:	<input type="text"/>	Department:	<input type="text"/>
Home Address:	<input type="text"/>		
Email:	<input type="text"/>		
Business Phone:	<input type="text"/>	Home Phone:	<input type="text"/>
Citizenship:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

Name:	<input type="text"/>	Department:	<input type="text"/>
Home Address:	<input type="text"/>		
Email:	<input type="text"/>		
Business Phone:	<input type="text"/>	Home Phone:	<input type="text"/>
Citizenship:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

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Please identify any American University inventors with joint appointments external to the university and their affiliations.

Please identify any graduate student who made intellectual contributions to this intellectual property.