As you provide the following information, please keep in mind that your disclosure will be considered by the dean of faculty and treasurer’s office staff. It will assist their decision process if you understand that they must consider factors such as market potential, technical feasibility, degree of development required, interest by potential licensees, commercial impact, and related criteria. Since they may not be experts in your area of research, your efforts to help them understand your invention on the basis of the above criteria will be greatly appreciated. Thus please provide a concise answer to each question; attach additional materials to provide details only if necessary.

|  |
| --- |
| 1. **Title** *should be sufficiently descriptive to aid in identifying the invention:*
 |
| 1. **Description of the invention:**
 |
| * 1. **General purpose** *Is the invention a new process, composition of matter, a device, or one or more products? A new use for, or an improvement to, an existing product or process?*
 |
| * 1. **Technical description** *A detailed description that will be a primary source of information/or the patent attorney as an application is being prepared.*
 |
| * 1. **Utility** *What are the possible uses/or the invention (in or outside your particular field or application area)? What problems does it solve? How is the invention used to obtain this utility? In addition to immediate applications, are there any other uses that might be realized in the future?*
 |
| * 1. **Novelty** *What are the advantages and improvements over existing methods, devices or materials? What features are believed to be new?*
 |
| * 1. **Steps involved** *If the invention is a composition of matter, a device, or a product, how is it made? If the invention is a process, what are the steps involved?*
 |
| * 1. **Limitations** *Does the invention possess any disadvantages or limitations? Can they be overcome? How? Are there competing ways to solve the same problem(s)?*
 |
| * 1. **Variations** *Discuss possible variations and modifications that can be envisioned. List close or related patents, if known.*
 |
| 1. **Grant or Contract Number:** *If the invention was made in connection with any sponsored research, provide the names of all sponsors, including government, corporate and foundation sponsors. This is important because sponsored research contracts may obligate Mount Holyoke with respect to intellectual property which results from the sponsored research. Provide the full applicable grant or contract number(s). If not sponsored, please indicate by “None.”*

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| 1. **Material Transfer Agreement:** *(please select one)* *[ ]* Yes [ ]  No

*If yes, indicate the name of the company providing the material. MTAs are frequently required by companies or other universities providing experimental materials. They are most common in the biological sciences but are not limited to those fields.*       |
| 1. **History of the Invention:** *Please record the history of the invention, giving attention to the legally important events of conception (5a), the first actual reduction to practice (5d), and the establishment of a publication bar (5e, 5f). In the United States a patent application must be filed no later than one year after the publication describing the associated invention. In most other countries, filing must take place before the invention is known or available to others or published. Copies of signed and dated notebook pages validating the dates cited will be valuable attachments*
 |
| 1. Date invention first conceived by inventor(s):
 |       |
| 1. Date first sketch of invention prepared:
 |       |
| 1. Date first written description prepared:
 |       |
| 1. Date of first successful demonstration, if any:
 |       |
| 1. Date of first external oral presentation or disclosure which describes the invention, if any. Attach copies of presentation materials if possible.
 |       |
| 1. Date of first publication containing description of invention, if any. Attach copies.
 |       |
| 1. If not previously disclosed orally or in writing, are their plans to do so? What are the dates of planned disclosures?
 |       |
| 1. **Potential Licensees:** *Has the invention been described to industry representatives? When and where did the description take place? Was the invention described in a specific or in a general fashion? Did they express any interest? Name companies and specific individuals and their titles, if possible. Do you know of other firms that might be particularly interested? Include as many possibilities as you can.*
 |

Continued on next page.

Each inventor should complete the following form:

|  |
| --- |
| 1. **Inventors:** *Identify all inventors. An inventor* is *an individual who has conceived an essential element of the invention either independently or jointly with others, during the evolution of the invention concept.*
 |
| Full Name:       | Citizenship:       |  |
| Position at Mount Holyoke*(for non-MHC inventor, institutional/corporate affiliation)*:      | Departmental Affiliation*(with position/title)*:      |
| Work Phone:       | E-mail address:      | Additional E-Mail address:      |
| Work address:      | Home address and home phone. *Certain documents that must be filed with patent applications require the inventor's home address.* |
| Percent contribution to invention if more than one inventor:*The percentages should be agreed among the inventors prior to signing this document; in the absence of this information it will be assumed that each inventor made an equal contribution to the invention.* |      % |
| Inventive steps made by this inventor *List the specific contributions made by this inventor to the overall invention if there is more than one inventor.* |
| This disclosure is made in compliance with the Mount Holyoke College Invention Policy. As an inventor under such policy, I hereby agree to cooperate in the filing of patent applications and to make any assignments of ownership that may be required by Mount Holyoke. |
| Inventor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please submit the completed disclosure to:

|  |  |
| --- | --- |
| *Campus Mail Address:*Sponsored Research OfficerLaura Bundesen217D Dwight Hall | *USPS Mailing Address:*Sponsored Research OfficerLaura BundesenMount Holyoke College50 College Street – 217D DwightSouth Hadley, MA 01075 |

For questions or assistance, please contact the Sponsored Research Officer:

Telephone: 413-538-2867 Fax: 413-538-2661

E-mail: sponsored-research@mtholyoke.edu