



# 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 Research Compliance, Project Initiatives & Intellectual Property within five business days of submission of the 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 Office of Research Compliance, Project Initiatives and Intellectual Property at xtn. 5729
6. Please submit your completed disclosure to:

**Director, Office of Research Compliance, Project Initiatives and Intellectual Property**  
**Alabama A&M University**  
**4900 Meridian Street**  
**Box 1042 Normal, Alabama 35762**  
**Office: (256) 372-5729**  
**Email: [research.compliance@aamu.edu](mailto:research.compliance@aamu.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 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.*

### 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

**CONFIDENTIAL**

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 Research Compliance, Project Initiatives and Intellectual Property 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 Research Compliance, Project Initiatives, and Intellectual Property of any changes in this disclosure.*

Name:  Department:

Home Address:

Email:

Business Phone:  Home Phone:

Citizenship:

Signature:  Date:

---

Name:  Department:

Home Address:

Email:

Business Phone:  Home Phone:

Citizenship:

Signature:  Date:

---

Name:  Department:

Home Address:

Email:

Business Phone:  Home Phone:

Citizenship:

Signature:  Date:

**CONFIDENTIAL**

*Please identify any Alabama A&M 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.*