

Guide To Completing The New Invention Disclosure Form

1. In Section 2, create a short title, sufficiently descriptive to identify the general nature of the invention without revealing specific details that would enable others to reproduce it. Four to eight words in length is about right.
2. For Section 5, complete the requested information for all innovators who contributed either to the conception or reduction to practice of the invention. In the event that the University files a patent application, actual inventorship will be determined as a matter of law by a patent attorney. Do not list any inventor gratuitously. The rules for inclusion are not the same as a scientific publication. Sign or type your name in the space provided. "Inventors" not employed 100% by the University may also have obligations to their employers which will require coordination. Please identify these other employers.
3. In Section 7, 8, 9 and 10, please provide the requested details about the conception of the innovation.
4. In Section 11, funding often carries patent obligations. Be sure to include all outside agencies, organizations, or companies that actually provided any expense funding to any inventor for the research that led to the conception or first actual reduction to practice of the invention. Do not list any funding source gratuitously. *NOTE:* Failure to provide complete information on funding sources may result in delayed processing of your disclosure and/or difficulty in the University's fulfilling its legal obligations to research sponsors. Please be sure to note the use of proprietary resources and materials as this use often carries patent obligations as well.
5. In Section 12 and 13, please list publications, public disclosures, or other similar activity. This information is legally important for determining priority of inventorship and/or legal "bars" to patenting. As a general rule, public disclosure, in any manner, before the date a formal patent application is actually filed in a national patent office automatically destroys patent rights in most foreign countries. Receipt of your Invention Disclosure Form by the TCO is not the same as the filing of a patent application. While certain countries (United States) allows inventors up to one year to file patent applications after first printed publication, public use or sale, the loss of foreign rights often is very important to potential industrial licensees.
6. In Section 14, provide a brief summary which addresses the essential nature of the invention and which would enable another person working in the field to reproduce the invention. Point out its novel features. Do not withhold any key elements of the invention, as a complete description is essential to an enforceable patent. When submitting, please be sure to include any additional documentation that may be helpful, such as a draft of a publication.
7. In Section 16, 17, 23 and 24 please provide the details requested regarding the development and market for the technology. The information provided will greatly improve the marketing and patenting strategy developed by our office.
8. In Section 25, please identify any potential copyrightable material that is associated with the invention.
9. Please send the completed form and any supplemental material to tco@iliauni.edu.ge