

Intellectual Property Disclosure

What is an Intellectual Property Disclosure?

An intellectual property (IP) Disclosure is a confidential description of an invention or creation submitted by the inventors to Western Michigan University (WMU) to initiate the commercialization process. A completed IP Disclosure form establishes what the invention is; who the inventors are; who is funding it; and what the anticipated product or market is. It initiates intellectual property due diligence.

Who needs to submit an IP Disclosure?

WMU personnel who create a unique or novel device, discovery, method, process, research tool or software that may solve a significant problem or have significant value must complete and submit an IP Disclosure form to the Office of the Vice President for Research.

Sections of the IP Disclosure

- Description of Invention
- Previous and Future Public Disclosures
- Sponsorship and Support
- Summary of WMU and Non-WMU Ownership
- WMU and Non-WMU Inventor(s) and Creator(s) – % of Contribution and Signature(s)
- Witness Signature

Please complete all appropriate sections of this IP Disclosure form, including Witness Signature.

Questions

If you have questions while completing the form, please contact:

Clark Bennett – Director, Technology and Innovation Advancement, OVPR Phone:
(269) 387-8218 Fax: (269) 387-8264 Email: dclark.bennett@wmich.edu

Description of Invention

Title of invention or creation.

Provide a brief summary describing the novelty and utility of the invention or creation.

Provide a description of the invention, which may include manuscripts, posters, slides, theses, proposals, etc. Provide/attach information separately, as needed.

Has the invention and or creation been reduced to practice, i.e., has a functioning prototype or testing of the invention occurred?

Yes

No

If yes, give date:

Identify any prior art references (publications, patents, etc.) that closely describe or relate to the field of the invention. Prior art is all information that has been made available to the public in any form before a given date that might be relevant to a patent's claims of originality. If an invention has been described in the prior art, a patent on that invention is not valid.

List of any commercial entities that may be interested in this invention or creation and any relevant contacts you may have. Provide as much detail as possible.

Public Disclosures: Previous and Future

A public disclosure is a non-confidential communication from the inventor to members of the public, revealing the existence of the invention and enabling an appropriately experienced person to reproduce the invention. The source of the communication can be anything that is readily available to the public that describes the basic ideas in enough detail that someone of ordinary skill in the field would be able to make and use the invention.

Public Disclosures that provide descriptions enabling the technology.	Details of the disclosure including citations, URLs, where the disclosure took place, titles of publications, etc.	Date: past or planned
Journal article		
Conference abstract (written or electronic, containing enabling description)		
Public oral presentation, supplemented with enabling, written or electronic, abstract, slides or description. (if thesis defense or graduate seminar, were people other than defense committee present and given copies?)		
Public poster presentation (photography or copying of abstract/poster permitted)		
Written disclosure to industry group or government sponsor without the expectation of confidentiality.		
Web posting or blog (including departmental)		
Sale, demonstration or public use of a prototype, sample, or product (physical embodiment of an invention or creation)		
Other – please describe		

Sponsorship and Support: External and Internal

External sponsorship and support refers to research or creative effort supported by a grant, gift or contract between the inventor or WMU and an agency of federal, state, or local government, or a non-profit or for-profit non-governmental entity. Internal support is a grant or a gift from WMU.

Sponsor:	PI:	Grant #:	WMU Cost Center:
Sponsor:	PI:	Grant #:	WMU Cost Center:
Sponsor:	PI:	Grant #:	WMU Cost Center:
Sponsor:	PI:	Grant #:	WMU Cost Center:
Sponsor:	PI:	Grant #:	WMU Cost Center:

Was this technology developed with the use of any WMU facilities? Yes No

Complete this section, when the IP is not owned by an entity external to WMU (Complete the next section when the IP is partially owned by an external entity).

This section summarizes the contributor(s) involved in the invention or creation, their percent contribution to the IP, and whether their contribution is owned by WMU or assigned to WMU by themselves or an outside entity (Different University, Non-Profit Organization, Company).

How to report the percent of contribution:

WMU Contributors, and Non-WMU Contributors Assigning Ownership to WMU: In Table 1 below, list the name of each **WMU** contributor to the invention or creation in column 1, their affiliation in column 2 (WMU), and the percent of their contribution in column 3. If **non-WMU** contributor(s) are assigning their contribution to the IP to WMU, list the name of the **non-WMU** contributor(s) in column 1, their affiliation in column 2, and the percent of their contribution in column 4. The total percent from columns 3 & 4 should equal 100%

- **Example of contributions to IP that are owned entirely by WMU (Example Table 1, below):** WMU inventor Dr. A, contributed 40% of the invention (column 3), WMU inventor Dr. Z, contributed 30% of the invention (column 3), and **non-WMU** inventor Dr. X, who is assigning her ownership rights to WMU, contributed 30% of the invention (column 4). Column 3 equals a total of 70%, and column 4 equals a total of 30%, for a total of 100%.

Example Table 1: WMU Contributors and Non-WMU Contributors Assigning IP Ownership to WMU

<u>Name of WMU or Non-WMU Contributor to IP</u>	<u>Affiliation of Contributor</u>	<u>Percent Contribution for WMU Contributors</u>	<u>Percent Contribution Assigned from non-WMU Contributors</u>
Dr. A	WMU	40	
Dr. Z	WMU	30	
Dr. X	Themselves/ Independent		30
Column Totals:		70	30

Total percentage for both columns above must equal 100% - and it does!

Table 1: WMU Contributors and Non-WMU Contributors Assigning IP Ownership to WMU

<u>Name of WMU or Non-WMU Contributor to IP</u>	<u>Affiliation of Contributor</u>	<u>Percent Contribution for WMU Contributors</u>	<u>Percent Contribution Assigned from non-WMU Contributors</u>
Column Totals:			

Total percentage for both columns above must equal 100%

Complete this section, when the IP is partially owned by an entity external to WMU (Complete the previous section, when the IP is not owned by an external entity).

This section summarizes the contributor(s) involved in the invention or creation, their percent contribution to the IP, and whether their contribution is owned by or assigned to WMU or owned by themselves or an outside entity (Different University, Non-Profit Organization, Company).

How to report the percent of contribution:

WMU Contributors, Non-WMU Contributors Assigning Ownership to WMU and Non-WMU Contributors Retaining External Ownership: In Table 2 below, list the name of each WMU and non-WMU contributor to the IP (column 1), their affiliation (column 2), and the percent of their contribution to the IP in the appropriate Column 3, 4, or 5.

Total the percent of contribution for columns 3, 4, and 5 at the bottom of each column. The percent contribution from WMU contributor(s) (total of column 3), and from non-WMU contributor(s) assigning ownership to WMU (total of column 4) equals the percentage of the IP owned by WMU. The percent contribution from non-WMU inventors *not* assigning rights to WMU equals the percentage of the IP *not* owned by WMU (total of column 5). The total percentage from columns 3, 4 and 5 should equal 100%

- **Example of percentage(s) of contribution to WMU and non-WMU ownership (see Example Table 2 below):** WMU inventor Dr. Z contributed 30% of the invention (column 3). Non-WMU inventor Dr. X, contributed 30% of the invention and is assigning her ownership rights to WMU (column 4). Finally, non-WMU inventors Dr. T and Dr. U, contributed 25% and 15% of the invention, respectively, retained ownership for their company and did not assign the ownership rights to WMU (column 5). Thus, 40% of the invention is **not** owned by WMU (column 5), and 60% owned by WMU (columns 3 & 4).

Example Table 2: WMU and External IP Ownership by WMU Contributors and Non-WMU Contributors

<u>Name of WMU or Non-WMU Contributor</u>	<u>Affiliation of Contributor</u>	<u>Percent Contribution by WMU Contributor</u>	<u>Percent Contribution Assigned to WMU by Non-WMU Contributor</u>	<u>Percent Contribution Not Owned by WMU</u>
Dr. Z	WMU	30		
Dr. X	Themselves/ Independent		30	
Dr. T	Company A			25
Dr. U	Company A			15
Column Totals:		30	30	40

Total percentage for columns 3, 4 and 5 above, must equal 100% - and it does!

Table 2: WMU and External IP Ownership by WMU Contributors and Non-WMU Contributors

<u>Name of WMU or Non-WMU Contributor</u>	<u>Affiliation of Contributor</u>	<u>Percent Contribution by WMU Contributor</u>	<u>Percent Contribution Assigned to WMU by Non-WMU Contributor</u>	<u>Percent Contribution Not Owned by WMU</u>
Column Totals:				
Total percentage for columns 3, 4 and 5 above, must equal 100%				

WMU and Non-WMU Inventor(s) and Creator(s) – % of Contribution and Signatures

This section details the contributor(s) involved in the invention or creation, how much of a contribution they made to the project and their attestation to the assignment statement below.

Inventor(s) & Creator(s)

- List each individual that has contributed to the invention or creation, along with their WMU position, department information, and percent of contribution.
- List all **non**-WMU inventors/creators, along with their affiliation (University or Company) and percent of contribution, if they are assigning ownership to WMU.
- Do **not** provide a percent of contribution for all **non**-WMU contributor(s), if they are **not** assigning ownership to WMU. This percentage is only listed in Table 2, column 2.

Percent of Contribution

How to figure percent of contribution:

WMU contributors and non-WMU contributors assigning ownership to WMU: Percent of contribution for all WMU contributors, and all **non**-WMU contributors assigning ownership to WMU must equal 100%, and should reflect what is summarized in the first part of the table in the previous section.

- **Example of assignment percentage:** WMU inventor Dr. A, contributed 40% of the invention, WMU inventor Dr. Z, contributed 30% of the invention, and **non**-WMU inventor Dr. X, who is assigning her ownership to WMURF, contributed 30% of the invention, equaling a total of 100%.

Signatures

- Each WMU inventor or creator must sign and date the IP Disclosure. Additionally, signing of the IP Disclosure should be witnessed and signed by the witness.
- **Non**-WMU inventors *not* assigning rights to WMU should not sign this form.



Attestation



By signing this document, I (we) hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true.

I (We) do hereby assign all right, title and interest to this invention, creation, and/or IP to WMU and agree to execute all documents as requested, assigning to WMU our rights in any patent applications(s), patents issued therefrom, copyrights or other applications or registrations as may be required on this invention/creation/IP, and to cooperate with WMU, WMURF and the Office of the Vice President for Research in the protection of this item(s). WMURF will share any “Net Revenue” derived from the IP/invention/creation with the inventor(s), creator(s), or author(s) according to WMU’s/WMURF’s standard intellectual property policies.

Note: Copy and paste the tables below to add additional inventors & creators

WMU Inventor(s) & Creator(s)



Primary lead for this disclosure:		Yes	No
Full legal name:			
Citizenship (<i>required</i>):			
Department:			
Job title:			
Office address:			
Office city/state/zip:			
Office phone:			
Office email:			
Home address:			
Home city/state/zip:			
Percent of contribution:			
Describe contribution:			
 Signature of WMU contributor			
 Date			



Primary lead for this disclosure:		Yes	No
Full legal name:			
Citizenship (<i>required</i>):			
Department:			
Job title:			
Office address:			
Office city/state/zip:			
Office phone:			
Office email:			
Home address:			
Home city/state/zip:			
Percent of contribution:			
Describe contribution:			
 Signature of WMU contributor			
 Date			

Primary lead for this disclosure:		Yes	No
Full legal name:			
Citizenship (<i>required</i>):			
Department:			
Job title:			
Office address:			
Office city/state/zip:			
Office phone:			
Office email:			
Home address:			
Home city/state/zip:			
Percent of contribution:			
Describe contribution:			
Signature of WMU contributor			
Date			

Primary lead for this disclosure:		Yes	No
Full legal name:			
Citizenship (<i>required</i>):			
Department:			
Job title:			
Office address:			
Office city/state/zip:			
Office phone:			
Office email:			
Home address:			
Home city/state/zip:			
Percent of contribution:			
Describe contribution:			
Signature of WMU contributor			
Date			

Non-WMU Contributors

Full legal name:	
Citizenship (<i>required</i>):	
Affiliation:	
Job title:	
Describe contribution:	
Does this contributor assign his or her rights to the Western Michigan University?	Yes No
Percent of contribution, if assigning to WMU (Table 1, column 4):	
 Signature of assigning contributor:	
 Date:	

Full legal name:	
Citizenship (<i>required</i>):	
Affiliation:	
Job title:	
Describe contribution:	
Does this contributor assign his or her rights to the Western Michigan University?	Yes No
Percent of contribution, if assigning to WMU (Table 1, column 4):	
 Signature of assigning contributor:	
 Date:	

Witness Signature



Signature:	I have witnessed the contributors signing this IP disclosure.
Witness name and title (printed):	
Date:	

Submission Instructions

1. Print this completed IP Disclosure form and accompanying documentation, and save an electronic copy for future reference.
2. Obtain signatures of all WMU contributors to the invention or creation and the witness.
3. For copyright registrations, submit two deposit copies of materials on DVDs, with this IP Disclosure form. You should submit the latest and best version of the entire work you are registering (e.g., source code, design specifications, illustrations, formulas, technical manuals, protocols, etc.).
4. Submit paper copies of the intellectual property disclosure and accompanying documentation to:

Clark Bennett
Interim Director of Technology and Innovation Advancement
Western Michigan University
1903 West Michigan Avenue
Kalamazoo, Michigan 49008-5456

5. Email an electronic copy of the IP Disclosure form and accompanying documentation (except for copyright deposit materials) to: melanie.greer@wmich.edu and dclark.bennett@wmich.edu
6. If you have questions please contact: Clark Bennett – Interim Director, Technology and Innovation Advancement in the Office of the Vice President for Research at (269) 387-8218 or email dclark.bennett@wmich.edu.

Thank you.