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Invention Disclosure Form - 2026 (Updated)

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Office of Biotechnology and Business Development Welcome to the online Invention Disclosure Form...

...

Office of Biotechnology and Business Development Welcome to the online Invention Disclosure Form

Please note the guidelines for properly using the online form:

1. **Accessibility:** The form can be opened from any computer (PC or Mac) and works with most web browsers. It has been tested on Safari, Google Chrome, and Microsoft Edge.
2. **Form Link:** Access the form below (**bookmark the link for future reference**)
https://einsteinmed.co1.qualtrics.com/jfe/form/SV_diEcHfXSGl8YROC
3. **“Save and Continue” Feature:** The form automatically saves your progress so you can return later. To resume where you left off:
 - Access the form exactly the way you did before
 - Use the **same computer** and the **same browser**
 - Make sure your browser’s **cache is not cleared** (cached data is needed to retrieve your progress).
 - There is **no separate Save or Continue button**—saving happens in the background.
4. **Starting a New Form** - If you want to start fresh, do one of the following:
 - Clear your browser’s **cache** before reopening the form on the same computer.
 - Use a **different browser** on the same computer
5. **Submission:** Submit the form **only when you are completely ready**. After submission, you will **not be able to make changes on your own**.
6. **Accidental Submission or Needed Edits:** If you submit the form by mistake or need to revise information:
 - Email biotech@einsteinmed.edu
 - We will send you a link to access your completed form, so you **do not need to start over**.
7. **Confirmation Email:** After a successful submission, **all inventors listed** in the form will receive a confirmation email titled - **“Confirmation: Submission of invention disclosure”**
8. **Did Not Receive the Email?**
 - Check your **spam** or **trash** folders.
 - Add noreply@qemailserver.com to your email safe-sender or approved-recipient list.
9. **What the Confirmation Email Includes?** The email retains a **full copy of your submitted form**, including all details exactly as you entered them
10. **Email Accuracy:** Ensure you enter a **valid and correct email address** for every inventor.



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+ Add new question

Add Block

Invention Disclosure Form-Page1



Invention Disclosure Form

Form For Inventors: An Invention Disclosure should be made when something new and useful has been conceived or developed or when unusual, unexpected, or non-obvious research results have been achieved that may have commercial value. The purpose of the Invention Disclosure Form is to permit evaluation of an invention to determine whether commercial development is feasible and whether the invention is patentable. The invention should be as clearly described as possible. Information that helps evaluators appreciate the invention will increase its ultimate chances for successful licensing and commercialization.

The timing of an invention's public disclosure is a controlling factor in determining the invention's patentability. It is crucial not to publicly disclose any invention-related information to a person who is not under any duty to keep the invention a secret. Public disclosure includes, but is not limited to, a printed publication in any media form (e.g., a paper copy or an electronic copy on the internet, pre-print served), a demonstration or presentation to any third party, and a sale or an offer for sale.

Q1. Where was the work supporting this invention conducted (please check all that apply)?

- Albert Einstein College of Medicine
- Montefiore Medical Center
- Joint invention with another institution

[Import from library](#)

[+ Add new question](#)

[Add Block](#)

A. Description of the Invention

Q2

Q *

Provide a short marketing friendly title of the invention. (20 words or less, that describes the invention and does not disclose confidential information)

Q3



How to distinguish a 'Discovery' from an 'Invention'? ([learn more](#))

For an invention to be patentable, it must meet three key criteria: ([learn more](#))

1. **Novelty:** A novel invention is new – something which has not been publicly disclosed anywhere in the world.
2. **Usefulness or utility:** To be considered useful, an invention must perform a specific, useful function, must actually work as described and must be of some benefit to society.
3. **Non-Obviousness:** It is the inventive step, and it must not be an obvious combination or modification of existing knowledge to a person skilled in the field.

3A

Explain how your invention is novel?

3B



What proof-of-concept data you have that clearly shows its usefulness or utility?

3C



While this is somewhat objective – it is helpful to hear from someone of skill in the art (yourself) – why a similar person of skill in the art would not have thought of your invention?

----- Page Break -----

Q4



What is the invention? (provide a brief description of the invention)

Q5

*

How would you characterize the type or nature of the invention?

- Therapeutic
- Diagnostic
- Vaccine
- Tool/Reagent
- Platform Technology
- Device
- Software/algorithm
- Software as a Service (SaaS)

Q6

Q *

What are the problems or needs the invention solves or addresses?

Q7

Q *

In what ways is this invention unique compared with existing published technologies—including your earlier work—as well as those currently in clinical development or already available on the market?

Q8

Q *

What makes this invention superior to the above existing technologies?

Q9

Q *

What are the disadvantages, if any, of the invention and how might they be overcome? (e.g., prohibitive cost, problematic side effects, and/or other concerns)

B. Potential Commercial Value of the Invention

All question in this section helps to determine the commercial value of the invention

Q10

Q *

What are the potential commercial uses of the invention? What is the "end product" that will eventually be sold/licensed?

Q11

*

What is the current stage of development?

(Select all that apply)

- Early conception stage
- Proof of concept
- In vitro work
- In vivo work
- Screening compounds
- Lead optimization
- PK/PD studies
- Toxicity studies
- Prototype available
- Device prototype available
- Others

Q12

Q *

Any additional work needed that will make it more marketable to a company?

Q13

Q *

What is the estimated market addressable by the invention? (include potential number and type of end users/customers as well as potential annual sales)

Q14



List companies that might have commercial interest in the invention and indicate why they might find it valuable. (If there has already been contact with any of these companies, provide the relevant contact information, date(s) of the discussions, and indicate the nature of the discussions. Please note if these discussions were under the auspices of a previously executed confidentiality agreement.)

Page Break

C. Information Available for Patent Application Drafting

Answers to the questions in this section helps to determine patentability and patent application drafting

Q15



Attach a confidential “detailed description” of the invention. The description is limited to ONLY Four pages of text and additional pages of data/figures.

DOs:

- Limit the text description to **ONLY Four (4) pages** and include **additional pages for data/figures** (beyond the 4-page text limit), **upto 10 references** (references does not count towards page limit)
- Ensure the description is **standalone**—it must clearly explain the invention and interpret data/figures without having to refer other materials (like manuscript, grant etc)
- **Include ONLY key figures** that directly support the invention.
- **Provide figure legends** for all figures for clear and complete interpretation.
- Note: Your invention will be evaluated **solely based on this detailed description and key supporting figures**

DON'Ts:

- Do NOT include bibliographic information in the description.
- Do NOT exceed the 4-page text limit. If you do, your submission will be **returned for modification**, causing delays.
- Do NOT assume your attached manuscript will be used for evaluation. You may upload it in response to Q21, but it is **not guaranteed** to be considered.

No file chosen

Q16



Provide date the invention was conceived

(an invention has been “conceived” when a definite and permanent idea about an operable invention has been formed, and when one of ordinary skill in the scientific field of the invention can make the invention without too much additional research or experimentation)

Click to write Choice 1

Q17

Q *

Provide date the invention was reduced to practice

(for example, for a device, when a prototype or model of the invention was created; for a method, when the method was performed and results were confirmed; for a reagent, when the reagent was produced or synthesized)

Click to write Choice 1

Q18

Q *

Has this invention been used/tested experimentally and/or clinically?

(If none of these occurred, explicitly **indicate NONE** in the space below; if any of these events are imminent, indicate date and location.)

Q19

Q *

Has this invention been in public use (for example, accessible without restriction to another person who is not an inventor, or commercially exploited), **on sale**, and/or **offered for sale**? If so, please provide the date(s) of such events and describe the nature of the activities that occurred in public, if any confidentiality obligation was imposed on those who observed the public use of the invention, and the details of the sale or offer for sale.

(If none of these occurred, explicitly **indicate NONE** in the space below; if any of these events are imminent, indicate expected date and location.)

Q20

Q *

Were any proprietary materials (e.g., **cell lines**, **mouse models**, **reagents**, **software codes**, **language models**, etc) **and/or special techniques received from third party(ies)** (e.g., **open sources**, **company**, **another academic institution**, etc.) **that were incorporated into the invention and/or used in the research that led to the invention?**

(If none, explicitly **indicate NONE** in the space below; otherwise, identify the source of the materials and/or techniques and confirm whether the transfer was covered by a Material Transfer Agreement and/or a Confidentiality Agreement.)

Q21 | Please complete the following table to indicate the public disclosure status of the invention (pa...)



Please complete the following table to indicate the public disclosure status of the invention (past or in the near future).

(If this invention has been described in any publication(s), manuscript(s), grant application(s), report(s), thesis(es), abstract(s), poster(s), oral presentation(s), demonstration(s), sales catalog(s), or other materials or if such materials are in preparation or in press *indicate the date or anticipated date* and journal and/or location. It is vital to identify the **first** date of publication—e.g., if the invention has been described in a journal that provides an online publication prior to the date of the printed journal, the earliest date of the online publication must be provided.

Public Disclosure Status: Enter a date of submission/publication where ever applicable or just enter NONE Do not leave blank	
★ Has an abstract already been submitted for a conference or presentation?	<input type="text"/>
★ Will an abstract be submitted to a conference/presentation in the next 3 months?	<input type="text"/>
★ Has a public presentation been given?	<input type="text"/>
★ Has an abstract/manuscript been submitted or posted on any websites?	<input type="text"/>
★ Has a manuscript been accepted for publication?	<input type="text"/>
★ Has a manuscript been published? Indicate online AND in-print dates.	<input type="text"/>
★ If you are submitting a manuscript with this disclosure, when do you intend to submit the manuscript for publication?	<input type="text"/>

Q22

If you' have answered YES to any of the questions above, please provide the publication/manuscript/abstract as supplementary material and include the name of the meeting/journal, the publication date, and the date of meeting (if applicable).

No file chosen

Q23



Identify all sponsors whose support contributed, in whole or in part, to the conception, development, and/or reduction to practice of the invention.

(If none, explicitly indicate **NONE** in the space below.)

	Sponsors can be: Federal (Grants/Contracts, eg: NIH, NIDDK ETC); Foundations; Industry-Sponsored or Others				
	Sponsor Type	Sponsor Name	Award/Grant No	Start date	End date
Sponsor 1	Federal				
Sponsor 2	Federal				
Sponsor 3	Federal				
Sponsor 1	Foundation				
Sponsor 2	Foundation				
Sponsor 3	Foundation				
Sponsor Type Sponsor Name Award/Grant No Start date End date					
Sponsor 1	Industry				
Sponsor 2	Industry				
Sponsor 3	Industry				
Sponsor 1	Other				
Sponsor 2	Other				
Sponsor 3	Other				

Q24



Who else was involved in the effort which led to the invention, whether or not such collaboration involved financial support?

For each listed collaborator, provide a short description of the contribution made by that collaborator(s). (If none, explicitly indicate **NONE** in the space below; otherwise, identify all other academic, research, or for-profit entities that were involved.)

Q25



Although the concepts were uniquely developed by the undersigned, identify persons, if any, with whom any collaborative work on the invention was shared.

	Description in brief		
	Person Name	Affiliation	Brief description
Person 1	NA	NA	NA
Person 2	NA	NA	NA
Person 3	NA	NA	NA

Q26



Identify three members of the faculty capable of evaluating the invention. (Please note that we may reach out and share the invention directly with them for feedback).

	Faculty Name (First, Last)
Faculty member #1	<input type="text"/>
Faculty member #2	<input type="text"/>
Faculty member #3	<input type="text"/>

Q27



Enter Information about inventor(s)

	Details about inventors			
	Full Name	Employer	E-mail	Telephone No
Inventor #1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inventor #2	NA	NA	<input type="text"/>	<input type="text"/>
Inventor #3	NA	NA	<input type="text"/>	<input type="text"/>
Inventor #4	NA	NA	<input type="text"/>	<input type="text"/>
Inventor #5	NA	NA	<input type="text"/>	<input type="text"/>
Inventor #6	NA	NA	<input type="text"/>	<input type="text"/>
Inventor #7	NA	NA	<input type="text"/>	<input type="text"/>
Inventor #8	NA	NA	<input type="text"/>	<input type="text"/>

----- Page Break -----

Q28



If more than one Inventor, please allocate the percentage of contribution made by each Inventor and the nature of their contribution.

	Click to write Column 1	
	Percent Contribution (%)	Nature of contribution towards conception and/or design
Inventor 1: \${q://QID28%231/ChoiceTextEntryValue/1/1}:	<input type="text"/>	<input type="text"/>
↳ Inventor 2: \${q://QID28%231/ChoiceTextEntryValue/2/1}:	<input type="text"/>	<input type="text"/>
↳ Inventor 3: \${q://QID28%231/ChoiceTextEntryValue/3/1}:	<input type="text"/>	<input type="text"/>
↳ Inventor 4: \${q://QID28%231/ChoiceTextEntryValue/4/1}:	<input type="text"/>	<input type="text"/>
↳ Inventor 5: \${q://QID28%231/ChoiceTextEntryValue/5/1}:	<input type="text"/>	<input type="text"/>
↳ Inventor 6: \${q://QID28%231/ChoiceTextEntryValue/6/1}:	<input type="text"/>	<input type="text"/>
↳ Inventor 7: \${q://QID28%231/ChoiceTextEntryValue/8/1}:	<input type="text"/>	<input type="text"/>
↳ Inventor 8: \${q://QID28%231/ChoiceTextEntryValue/9/1}:	<input type="text"/>	<input type="text"/>

Q29



Please enter 'keywords' that best describe your technology

Do not include phrases or sentences

1 2 3 4 5

Keywords

--	--	--	--	--

Q30



▼ Display this question

If Invention Disclosure Form Joint invention with another institution Is Selected

You are receiving this question because you selected '**Joint invention with another institution**' to question Q1.
(Please furnish the details of the business office of your university/school/institute that oversees the technology transfer function)

Technology Transfer Office Details

Full Name	E-mail	Link to website
-----------	--------	-----------------

Contact Person 1

--	--	--

Contact Person 2

--	--	--

Contact Person 3

--	--	--

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+ Add new question

Add Block

▼ Signature Page



Signature for \${q://QID28%231/ChoiceTextEntryValue/1/1}:

SIGN HERE

clear



STOP here if you **DO NOT** intend to submit. The form has a "**Save and continue**" feature that enables you to resume where you left off. It also allows you to go back and change already filled sections.

To use the "Save and continue" feature, **you must use the same computer and the same browser**

****If you proceed beyond this point it will result in submission****

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End of Survey

Thank you for your submission!

A member of the [Office of Biotechnology and Business Development](#) will follow up if there are any additional questions.

* **Please check your inbox for a confirmation email.** If you do not receive it, kindly check your spam or junk folder and move the email to your inbox to ensure future messages are delivered correctly.

* **Note:** All inventors listed in the form receives a copy of the invention disclosure to their email (if email was entered correctly).