

Office of Biotechnology and Business Development

Welcome to the online Invention Disclosure Form

Please note the guidelines for properly using the online form:

1. The form can be accessed from any computer, operating system (PC, Mac), and most browsers (Safari, Google Chrome, MS Edge have been tested to work fine).
2. **Link to access the form:**
https://einsteinmed.co1.qualtrics.com/jfe/form/SV_3yFVfcIAkUQ83JA
3. The form has a **"Save and continue"** feature, enabling you to resume where you left off. It also allows you to go back and change already filled sections.
4. To properly use the "Save and continue" feature, **you must use the same computer and the same browser.** [For example: If you cannot complete the form in a single session, you can leave it incomplete and come back to it later. However, you must use the same PC and browser to access your saved information]
5. **Do not delete the cache memory of the browser** any time during the process. Cleaning the cache memory will result in loss of all saved information and need to start from scratch.
6. To **start fresh**, access the online form as before and simply click the '**Restart Survey**' button on the top left corner of the screen
7. Please make sure you **enter a VALID Email ID corresponding to the inventor** information for **question 26.** **There is NO auto-check option!**
8. On successful submission of the form, you will receive an email from the Office of Biotechnology and Business Development with a link to a PDF copy of your submission.

9. Please add '**noreply@qemailserver.com**' to your safe list of recipients. This will ensure delivery of the confirmation email to your inbox and not to the spam or junk folder
10. All inventors named in the form will receive a confirmation email and a PDF copy of the complete submission. Please make sure you enter a valid email address(es) for each named inventor as there is **no auto-check option!**
11. Submit the form only when you are **ready to do so**. Once submitted it becomes difficult to go back and edit.
12. Below is a **Sample Copy** of the form which outlines all the questions for reference

Invention Disclosure Form-Page1



Montefiore

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 server), 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
- Other

SAMPLE FORM

A. Description of the Invention

A. Description of the Invention

Provide a non-confidential descriptive title of the invention. (preferably 50 words or less, that describes the invention and does not disclose confidential information)

Q3. Provide a short marketing friendly title of the invention. (20 words or less, that describes the invention and does not disclose confidential information)

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
- Software
- Device

SAMPLE FORM

Q6. What are the problems or needs the invention solves or addresses?

Q7. How does this invention differ from related technologies that have been published (*including your own work*) and/or are in clinical development and/or are on the market?

How is this invention superior to those existing technologies?

SAMPLE FORM

Q8. 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

Q9. What are the potential commercial uses of the invention? What is the **“end product” that will eventually be sold/licensed?**

Q10. What is the current stage of development ?

(Select all that apply)

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

SAMPLE FORM

Q11. Any additional work needed that will make it more marketable to a company?

Q12. What is the estimated market addressable by the invention? *(include potential number and type of end users/customers as well as potential annual sales)*

Q13. 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.)*

SAMPLE FORM

C. Information Available for Patent Application Drafting

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

Q14. Attach a confidential “detailed description” of the invention. The

description is limited to 4 pages of text and additional pages of data/figures.

*(Detailed description should clearly explain the essence of the invention so that it is easily understandable. Description should convey significance, novelty and utility of invention. Feel free to cut and paste from relevant publications, manuscripts, research proposals, etc. If applicable, a self-contained manuscript/abstract/poster that fully describes and encompasses the invention may be attached as supplementary material; however, grant applications and/or multiple manuscripts **that do not fully describe/support the invention** cannot be accepted as supplementary material)*

SAMPLE FORM

Q15. 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

Q16. 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

Q17. 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.)

Q18. 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.)*

SAMPLE FORM

Q19. Were any proprietary materials and/or special techniques received from third party(ies) *(e.g., 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.)*

Q20. 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"/>

SAMPLE FORM

Q21. 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).**

Q22. 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				

Q23. 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.)

SAMPLE FORM

Q24. 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	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>
Person 2	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>
Person 3	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>

Q25. Identify three members of the faculty capable of evaluating the invention

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

Faculty member #2

Faculty member #3

Q26. Enter Information about inventor(s)

	Details about inventors		
	Full Name	Employer	E-mail
Inventor #1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inventor #2	NA	NA	<input type="text"/>
Inventor #3	NA	NA	<input type="text"/>
Inventor #4	NA	NA	<input type="text"/>
Inventor #5	NA	NA	<input type="text"/>
Inventor #6	NA	NA	<input type="text"/>

SAMPLE FORM

Q27. Click to write the question text

	Click to write Column 1	
	Percent Contribution (%)	Nature of contribution towards conception and/or design
Inventor 1: <code>#{q://QID28%231/ChoiceTextEntryValue/1/1}</code> :	<input type="text"/>	<input type="text"/>
Inventor 2: <code>#{q://QID28%231/ChoiceTextEntryValue/2/1}</code> :	<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"/>
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Q28. Please enter 'keywords' that best describe your technology

Do not include phrases or sentences

SAMPLE FORM

	1	2	3	4	5
Keywords	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Q28. You are getting this questions because you mentioned your employer as "Other" for Q.1

(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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Person 2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature Page

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



A sample form interface. At the top center, the text "SIGN HERE" is displayed in a large, light gray font. Below this text is a solid black horizontal line. To the right of the line, the word "clear" is written in a small, blue font. On the left side of the line, there is a small gray "x" icon. A large, red, diagonal watermark reading "SAMPLE FORM" is overlaid across the center of the form area.

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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