**CONFIDENTAL**

*Idea Disclosure Form*

Please complete the Idea Disclosure Form to the best of your ability and **email the completed form to** **techtransfer@whoi.edu** **prior to your scheduled meeting.** In your email, please include any additional related documents (figures, drawings, draft papers, published papers, presentations, etc.).

The Office for Technology Transfer (OTT) is dedicated to realizing the full impact of WHOI innovations. We do this in part by assessing technologies for IP protection, commercial potential, and impact. Your idea disclosure form & continued cooperation throughout the development process are essential to this mission.

**What to Expect After Submission:**

* OTT will reach out for additional information and to set up a disclosure meeting, if you have not already done so.
* After meeting with the inventors and an internal review, the disclosed technology will be prioritized for both IP protection and commercialization.
* OTT staff will keep you up to date with the status of your disclosure.

For More Information: [Learn more about OTT Processes](https://techtransfer.whoi.edu/tools-for-whoi-inventors/)

**Ownership & Patent Process:**

Institution IP Policy specifies that WHOI owns the intellectual property rights that result from research conducted at WHOI. Employees are required to sign the IP Agreement acknowledging their understanding of the policy at the start of their employment with WHOI.

For More Information: [WHOI Intellectual Property Policy](https://intranet.whoi.edu/institution-policy/policy/the-office-of-technology-transfer-and-the-media-relations-office/intellectual-property-policy-and-manual/)

**Please note:** Under the [Bayh-Dole Act](https://www.govinfo.gov/content/pkg/USCODE-2011-title35/html/USCODE-2011-title35-partII-chap18.htm), we are required to report all inventions that have been federally funded to those funding agencies. This information is important and can affect future funding.

If you have any questions or concerns, please contact the Office for Technology Transfer, techtransfer@whoi.edu

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| **CONFIDENTAL - IDEA DISCLOSURE FORM** |
| **Title of Invention/Technology**  |  |

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| 1. **Inventors**
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| *Please list all* ***WHOI*** *inventors that may have contributed below* |
| ***Name*** | ***Department*** | ***Position*** | ***Email*** |
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| *Please list all* ***NON-WHOI*** *Inventors Below* |
| ***Name*** | ***Department/Role*** | ***University/Organization*** | ***Email*** |
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| 1. **General Description**
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| *Please provide a general description of the idea or invention. If available, please attach a manuscript of other documents related to the idea.*  |
| **What problem(s) does the invention/idea solve?** |
| **Do you see this innovation having application in any of the following industries (check all that apply)** |
| * **Offshore Wind**
 | * **Aquaculture**
 | * **Carbon Sequestration**
 | * **Oil and Gas**
 |
| **Applications (Describe all potential applications of the technologies):** *It is useful to first discuss what this technology was developed for and then think about how this could be more broadly applicable.* |
| **Advantages/Benefits:** *How does it improve upon existing technologies? What differentiates it from other solutions to the problem it addresses?* |

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| 1. **Novelty and Non-Obviousness**
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| ***Describe any prior technology; how the problem has been resolved in the past.*** |
| ***How does the invention differ from the prior technology?***  |
| ***Why do you believe the invention would NOT have been obvious to another researcher working on the same problem at the same time?*** |

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| 1. **Funding Sources and Research Sponsors**
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| ***Source of Funds*** | ***Name and Grant No.***  |
| ***Federal Agencies:*** |  |  |
| ***Foundation:*** |  |  |
| ***Corporate:*** |  |  |
| ***Internal WHOI Funds:*** |  |  |
| ***Other:*** |  |  |

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| 1. **Innovation Status**
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| **Which of the following terms best describes its stage of development? (Choose one)** |
| * Concept
 | * Proof of Concept
 | * Prototype
 | * Working Model
 | * Demo
 | * Fully Developed
 |
| ***Briefly describe the status of the technology’s development*** |
| **Are samples, a prototype, or a demo available to share with prospective licensees?** | * **YES**
 | * **NO**
 |

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| 1. **Public Disclosures**
 | *Please list all relevant disclosures past, present, and/or anticipated, and the dates below. If no public disclosures have been made or as expected to me made, please type N/A.* |
| ***Public Disclosure Type*** | ***Location*** | ***Date*** |
| ***Journal Article*** |  |  |
| ***Conference Abstract*** |  |  |
| ***Oral Presentation*** |  |  |
| ***Poster Presentation*** |  |  |
| ***Grant Proposal*** |  |  |
| ***Other*** |  |  |

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| 1. **Commercialization**
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| **Are you interested in pursuing commercialization?** | * **YES**
 | * + **NO**
 |
| **Are you planning any continued research or development?**  | * **YES**
 | * + **NO**
 |
| *If yes, please describe your planned future research efforts, and describe any funding you have or will receive that will allow you to pursue continuing efforts:* |
| **Who are the potential licensees?** *(List companies with any known contacts or highlight relevant industries)* |
| **Have you already had or are planning to have any contact with potential licensees, outside companies, or potential collaborators?** *Please list* |
| **What commercially available products (if any) address the same problem, at least in part** *(list company and product)* |
| **If you do not have funding, are you actively seeking funding?** | * **YES**
 | * + **NO**
 |
| *Please describe:* |

**Reminder:** Please **submit the completed document to** **techtransfer@whoi.edu** and include any additional documents related to the disclosed technologies (Figures, Drawings, Draft papers, Published papers, Presentations, etc.).

Thank you for submitting an idea disclosure form to the Office for Technology Transfer. We are excited to meet with you and learn more about what you are working on.