



Northern Illinois University

Technology Transfer Office

General Instructions for INVENTION DISCLOSURE

The Invention Disclosure Form is the first step in a process that protects and preserves creators' rights to improvements, findings, devices, processes, and know-how discovered during day to day activities by faculty, staff and students which can potentially lead to commercialization of your technology.

Completion of the form assists the NIU Technology Transfer Office (TTO) and the creator in three important aspects:

1. The disclosure form serves as a written and dated record of your invention.
2. The form provides the TTO with information that assists in the evaluation of the patentability of your technology. The University will determine whether to commit funding to obtain protection for your invention and/or to seek to identify one or more licensees who will bear the cost of obtaining patent protection and will so notify the inventor of the decision. If the University decides to abandon proprietary rights to an invention, rights to such invention may revert to the creator, subject to the rights of any sponsor and to the University's retained limited and nonexclusive rights set forth in III(c) of the NIU Intellectual Property Policy.
3. Disclosures wholly or partially supported by federal funding are required by contract to be promptly reported to the funding agency. The TTO office will assist with appropriate agency required reporting.

Reminder: It is not possible to get a patent on a discovery that was previously patented or described in a printed publication, or that was in public use or on sale either: (a) by others before you invented it, or (b) by yourself or others more than one year before the date of your patent application.

Submittal instructions: There are two ways to submit an Invention Disclosure form to the TTO:

1. Fill out the form online, save it to your computer, then email it via attachment to tto@niu.edu
2. Fill out the form online, print out the form, and submit it to Lowden Hall room 301 in an envelope marked "Technology Transfer Office- Confidential"

Upon receipt of the disclosure form, the TTO will contact you and arrange a meeting. The purpose of the meeting will be:

- to acquaint you with the TTO process, patent process, and discuss/clarify disclosure details.
- to inform the creator of further technology proprietary protection measures/tools of particular value in regards to upcoming presentations, publications and collaborative research partnering,
- to assist the TTO gain a comprehensive understanding of the technology, its development stage, and next steps.

Note: Submission of an Invention Disclosure does not insure that a patent application will be filed. Northern Illinois University reserves the right in its sole discretion to determine those invention disclosures upon which it will seek patent protection.

For any questions regarding the form please contact the TTO via e-mail tto@niu.edu