



**College of the Holy Cross  
Intellectual property Disclosure Form**

**This form is to be completed and submitted to the Vice President for Academic Affairs and Dean of the College by anyone who believes he or she has created new Intellectual property. The purpose of this form is to enable the College to evaluate whether legal protection to the Intellectual property will be sought and/or Technology transfer pursued. Before completing this form, the creator should thoroughly familiarize him- or herself with the College’s Intellectual Property Policy. Please submit this form with the signatures of all creator(s) and of the appropriate department chair.**

<b>INTELLECTUAL PROPERTY INFORMATION</b>	
<b>Title of Property:</b> [Title should be sufficiently descriptive to identify the property yet not reveal unique unpublished details.]	
<b>Name of Lead Creator:</b> _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>	
<b>Lead Creator Information:</b> [The Lead Creator is the primary contact person on all matters associated with this form, including processing, patent prosecution and licensing. For reasons of administrative efficiency, it is the responsibility of the Lead Creator to keep all other creators named in this form informed of the status of such matters.]	
Title or Position:	E-mail:
Department:	
College phone: (     ) -	Home phone number: (     ) -
College address:	
Additional creators: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete Additional Creator(s) section for each individual.	

**ADDITIONAL CREATOR(S)**

Please copy this page for additional creators as necessary

**Name of Creator:** \_\_\_\_\_

Last

First

Middle

Title or Position:

E-mail:

Department:

Phone: (     ) -

Home phone: (     ) -

Address:

**Name of Creator:** \_\_\_\_\_

Last

First

Middle

Title or Position:

E-mail:

Department:

Phone: (     ) -

Home phone: (     ) -

Address:

**Name of Creator:** \_\_\_\_\_

Last

First

Middle

Title or Position:

E-mail:

Department:

Phone: (     ) -

Home phone: (     ) -

Address:

## DESCRIPTION OF INTELLECTUAL PROPERTY

Please provide an **electronic copy** of this form, references, and abstracts as a Word file or .pdf, if possible. Describe the intellectual property completely, using the outline given below.

**1. Brief Description of the intellectual property** [Please provide a non-confidential summary of the property. Unique details that have been published (or will be published imminently) may also be included.]

**2. Problem Solved** [Describe the utility of this intellectual property.]

**3. Novelty** [Identify those elements of the property that are new when compared to the current state of the art.]

**4. Commercialization** [List any commercial organizations that you feel may be interested in this property or are doing similar work. Indicate how this intellectual property complements property already owned or controlled by those organizations. If known, provide the names of any commercial organizations (and of contact persons at those organizations) who have contacted you regarding your research related to the property.]

No interest known at this time.

**5. Other Institutions** [List any other institutions whose faculty, staff, students or employees were involved in the invention or development of this property and that may therefore have an ownership claim in the property.]

### RESEARCH SUPPORT INFORMATION

Indicate **ALL** contributions to the development of the intellectual property in terms of personnel, money, materials and facilities etc. Check each funding source that applies to this property:

**None**     **Federal Sponsor(s)**     **College Funding**     **Commercial Funding**     **Other**

For each funding source, provide the below information. Additionally, if "Federal," "Commercial" or "Other" Funding was used, please attach a copy of each award notice.

Granting/Funding Source	Award/Contract Number	Title of Grant	% of Support	Copy Attached
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

### AGREEMENT SUPPORT INFORMATION

Were any materials, equipment or software under a Special Agreement, such as Material Transfer agreements, purchase agreements, sponsored research agreements, or the like used?  Yes  No If yes, please provide the following information for each item and attach a copy of the Agreement.

Source of Materials	Materials	Copy Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

### DISCLOSURES OF THE PROPERTY

Check any prior disclosures or anticipated disclosures, either written or oral, of the property:

**Abstract(s)**     **Publication(s)**     **Seminar(s)**     **Presentation(s)**     **Other**     **None**

For each disclosure, provide the following information as appropriate in the space below:

- If **PUBLISHED**, include all journal citations and attach a reprint.
- If **NOT YET PUBLISHED**, attach a copy of the abstract or manuscript and the anticipated publication date.
- For any other written or oral disclosure, provide the names, addresses and affiliation of anyone to whom you have disclosed the property and the date of any disclosure.

For each disclosure please provide an electronic copy, as appropriate.

<u>Title of Disclosure</u>	<u>Date of Disclosure</u>	<u>Copy Attached</u>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**ACKNOWLEDGMENT, CERTIFICATION and ASSIGNMENT OF PROPERTY**

In order for this Disclosure Form to be complete and processed, it must be signed and dated by all creators named in the form, including any creators not subject to College of the Holy Cross Intellectual Property Policy.

**CREATOR CERTIFICATION and ASSIGNMENT**

**I/we, the creator(s), hereby certify that the information set forth in this Disclosure Form is true and complete to the best of my/our knowledge.**

**I/we, the creator(s), hereby certify that I/we will promptly advise the College of any commercial interest regarding the intellectual property described herein.**

Creator Signature	Typed or Printed Name	_____ Date _____ % of Contribution _____
Creator Signature	Typed or Printed Name	_____ Date _____ % of Contribution _____
Creator Signature	Typed or Printed Name	_____ Date _____ % of Contribution _____