

Guidelines for Completion of Intellectual Property Disclosure Forms

First, thank you for your work in developing intellectual property and for submitting this form to WSU Ventures and the Research & Technology Transfer Office. Whether you are disclosing an engineered device, a chemically designed process, an algorithm to improve assembly line efficiencies or an instructional video, this form is the first step in the “Tech Transfer” process.

While Tech Transfer is the commonly used terminology for universities, everyone has intellectual property and regardless of College or Department, the basic process is the same:

1. Receipt and review of the intellectual property disclosure form by WSU Ventures.
2. Evaluation of the intellectual property for similar ideas that already exist as well as commercialization potential.
3. Coordination with an intellectual property attorney to formally protect the creation.
4. Development of a commercialization plan.

Intellectual property may be formally protected by means of Patent, Copyright Registration and/or Trademark Registration. All three forms of formal protection are best discussed with an intellectual property attorney as there are specific laws and regulations that govern each type of protection as well as variations from country to country if international protection is sought.

Some helpful tips for completing a form:

- ✓ Inventions for processes, machines, compositions, devices or systems should be disclosed on the Patentable Subject Matter form.
- ✓ Creations of software, multimedia, works of authorship should be disclosed on the Copyright and Trademark form.
- ✓ The more complete the form is the better able we are to evaluate the idea.
- ✓ If you have papers, presentations, posters or simply your own notes, those can be used instead of creating a new description just for this form, simply put “see attached” and add the information as it already exists.
- ✓ Don’t get hung up on the perfect answer or worry about having an “answer” for each question. The form doesn’t have to be publication quality, nor will it be peer reviewed... the important thing is to get the form turned in!
- ✓ If your contact information changes, please let WSU Ventures know so that we may continue to contact you reference any applications or distributions of your portion of any net royalties.

For more information on the procedures for protection and commercialization of intellectual property at WSU please visit our website at www.wsuventures.org