

## **FAQ's : Disclosing Your Invention**

### **What is “invention disclosure?”**

An invention is defined as any new or useful process or discovery, art, method, technique, machine, device manufacture, software, composition of matter, or improvement thereof.

An “invention disclosure,” once completed and signed, is the first official record of the invention and is a legal document that notifies and describes the invention to the University.

### **Who should disclose?**

If you are a Loyola faculty member or employee who conceives or develops something new and useful during the course of your employment, you have an affirmative duty to disclose.

### **Why should you disclose your invention?**

Disclosure permits evaluation of your invention to determine whether it is patentable and if commercial development is feasible. Failure to disclose may result in the loss of intellectual property protection of your invention.

If your work is funded by an outside sponsor, disclosure is particularly important as there may be contractual obligations to the external sponsors who provided such support. In addition, Loyola is under special reporting obligations when the invention results from federally funded projects.

### **When should you disclose your invention?**

An invention disclosure should be made when something new and useful has been conceived or developed, or when unusual, unexpected, or unobvious research results have been achieved and can be utilized. You are encouraged to disclose your inventions as soon as they have been reduced to practice.

Non-confidential disclosure of your invention (to people outside the University), including publishing/presentation, may constitute a bar to intellectual property protection. To preserve options for worldwide protection, disclosures should be submitted for timely review no later than three months prior to any public disclosure.

### **How should you disclose your invention?**

As stated in the University's Intellectual Property Policy, you are required to disclose inventions conceived or developed in the course of your employment to the Health Sciences Division Director of Technology Transfer using the attached Invention Disclosure Form.

### **What happens after you disclose your invention?**

The University determines whether or not to seek patent protection. That determination is based on the recommendation of the Technology Transfer Committee review and an assessment of the invention's commercial value.

### **How can an inventor help?**

You can help the University accurately and quickly act on the invention by taking the following steps.

1. Contact the HSD Technology Transfer Office as soon as you think you have an invention.
2. Complete the disclosure form.
3. List companies/organizations who may be interested in the invention. As an expert in this field, you are the best resource for identifying potential licensees for your invention.
4. Be responsive to information requests. Although some of the requests may be frequent and time consuming, the better the information that is received from you, the more successful and faster the process will be.
5. Inform the HSD Technology Transfer Office of impending publications or discussions with companies about the invention.
6. Call the HSD Technology Transfer Office if you have any questions or concerns.