*The attached form has been designed as a download; please feel free to expand the spaces provided so that you may answer questions completely and to duplicate blocks for adding additional contributors, research sponsors, and publications.*

Instructions:
Intellectual Property Questionnaire (IPQ)
for Engineering and the Physical Sciences

## Getting Started

The completion of the attached Intellectual Property Questionnaire (IPQ) is the first step in the disclosure of new inventions discovered at UT Austin. The questionnaire serves three purposes. First, it is used as a source of basic information to assist the Office of Technology Commer­cialization (OTC) in evaluating your invention. Second, the questionnaire serves as documentation and evidence of the creation of your invention. And, third, the questionnaire serves as a first disclosure to the patent attorney or patent agents that may be assigned to your invention and serves as an information base for patentability searches and opinions.

The IPQ is divided into five major sections. It is important that each be filled out completely. The relevance of each section is discussed below:

## #1 – Scientific Contributor Information

The information contained in this section will first be used to identify all those who participated in the inventive process. The balance of the information, such as home address and telephone, will be included in various legal documents filed in the U.S. Patent and Trademark Office and is also used for distribution purposes should your invention generate licensing income. It is therefore essential that each contributor be given the opportunity to review the information contained in the disclosure for accuracy and completeness. It is required that each contributor personally sign-off on the disclosure. If not all contributors are UT employees or have left UT employ, those signatures can be obtained at a later time. However, providing names and contact information for them is essential.

## #2 – Description of the Invention

Your description of the invention will be used to evaluate the technology scientifically, for Bayh-Dole compliance and for commercial potential as well as to initiate any marketing efforts by OTC. Please be thorough in answering each question on the disclosure. Although some of the questions may at first glance appear to be similar, each is unique.

## #3 – Publications and/or Oral Disclosures and Related Background Information

Publications and oral disclosures have a bearing on the potential patentability of your invention. Background technology information is used to assist in better understanding your invention as well as to identify potentially competitive technology. Should the university elect to file a patent application for your technology, this information will be provided to legal counsel as part of the application process.

## #4 – Financial Resources Used/Prior Obligations

Funding agencies, private grantors, and research sponsors often have rights in inventions. The information provided in this section will serve to protect the rights of those who have contributed resources to your project.

## #5 – Non-Proprietary Description

This one-page summary will be used as a marketing resource by OTC. Samples and format are provided for your convenience. This is your opportunity to "sell" your technology.

For office use only

Date stamp here

UTA # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email to: disclosure@otc.utexas.edu

Send signed original to:

WPR Building, Suite 1.9A (R3500)

Official processing of this invention disclosure cannot begin until it is fully completed, signed by all UT inventors and the principal investigator for the research (whether or not the principal investigator is an inventor), and submitted to the Office of Technology Commercialization.

# Section 1 – Scientific Contributor Information

## Title of Invention

1.1 Title suggested by inventors:

## Principal Investigator/Unit Director

1.2 Please list the principal investigator or unit director for the research that led to the creation of the intellectual property.

Name EID

Department Position

Work address Work phone

Email Fax

Home address Home phone

Country of citizenship[[1]](#footnote-1) Other appt

Administrative contact for furnishing additional information if required:

Name Position

Email Work phone

Did the principal investigator/unit director contribute to the creation of the intellectual property? (check one) [  ]Yes    [  ]No

Principal Investigator’s/Unit Director’s signature

## Other Contributors

1.3 Please list all those who contributed to the creation of the intellectual property disclosed. (Copy this block to list additional contributors.)

Name EID

Department Position

Work address Work phone

Email Fax

Home address Home phone

Country of citizenship\* Other appt

Contributor's signature

Name EID

Department Position

Work address Work phone

Email Fax

Home address Home phone

Country of citizenship\* Other appt

Contributor's signature

Name EID

Department Position

Work address Work phone

Email Fax

Home address Home phone

Country of citizenship\* Other appt

Contributor's signature

## Relationship of Inventors to UT

1.4 At the time of making an inventive contribution to the disclosed invention, were **all** inventors acting in their capacity as employees of The University of Texas at Austin?
(check one) [  ]Yes    [  ]No

 If No, please identify and explain:

1.5 If the answer to 1.4 was No, did **all** of the inventors listed in Section 1.4 use university resources or facilities in making their contribution to the invention?
(check one) [  ]Yes    [  ]No

 If No, please identify and explain:

1.6 Was any portion of the research that led to this invention conducted at another institution, a company or otherwise outside of the university?
(check one) [  ]Yes    [  ]No

 If Yes, please identify and explain:

 Does an inter-institutional agreement (IIA) exist? (check one) [  ]Yes    [  ]No

## Expedited Patent Prosecution

1.7 (Optional) Does any contributor to the creation of the intellectual property qualify for United States Patent and Trademark Office expedited patent prosecution (available if any inventor is over the age of 65)?

 If so, who?

# Section 2 – Description of the Invention

## Intellectual Property Description

2.1 Please categorize the potential uses of your invention below by checking all anticipated uses (check one or more):

 [ ] Service [ ] Process

 [ ] Material [ ] Composition of matter

 [ ] Method [ ] Other

2.2 Please provide a detailed summary of the invention, its use and purpose. To comply with the Bayh-Dole regulations for government sponsored inventions, the federal government requires that we provide sufficient technical detail to convey a clear understanding of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention

2.3 What particular features of the invention are unusual AND how do they differ from present technology(ies)?

2.4 What problem(s) does it solve?

2.5 What advantages over current technologies does it possess?

2.6 Does the invention possess disadvantages or have limitations? Can they be overcome? How?

2.7 If not indicated previously, are there other uses that might be realized in the future?

2.8 Fill in the following dates (month/date/year):

 Date of conception:

 Date of first written record of invention:

 Date of first experiment demonstrating the invention:

## Materials Used

2.9 If a material from a secondary source is incorporated or was used in the research that lead to the development of the invention, was this material obtained from some source other than your laboratory? (check one) [  ]Yes    [  ]No
If No, please skip to Question 2.10.

 a) What is (are) the material(s)?

 Please specify the source of the material(s):

 Another UT Austin laboratory:

 A company:

 Another university or non-profit institution:

 Other (please explain):

 b) Was this material(s) covered by a Material Transfer Agreement, Sponsored Research
 Agreement, Collaboration Agreement, or any other type of agreement? (check one) [  ]Yes    [  ]No

 If Yes, with whom?

## Software

2.10 Is software incorporated into your invention? (check one) [  ]Yes    [  ]No
If No, please skip to Question 2.11.

 a) Is software:

 [  ]an original work

 [  ]obtained from a third-party source

 b) If obtained from third-party source, please specify source(s).

## Commercialization Information

2.11 What companies do you believe would be interested in commercializing the invention?

2.12 Have you worked with/been approached by any companies regarding the invention?
(check one) [  ]Yes    [  ]No

 If Yes, which companies?

# Section 3 – Public Disclosures and Background Information

Please note: Journal publications, poster sessions, abstract submission(s), and oral presentationsmay all be considered as disclosures and should be listed below.

With respect to all publications and disclosures listed below, attach a copy of the publication(s), a draft copy if available and not yet published, and/or any overheads or materials used in oral presentations. (Copy the block below to list additional public disclosures.)

## Prior Disclosures

3.1 Have there been any public disclosures of this invention *prior* to your submission of this form? (check one) [  ]Yes    [  ]No

 If Yes, please identify:

 Title of publication/presentation

 Journal name or audience of presentation (if oral)

 Date

 Title of publication/presentation

 Journal name or audience of presentation (if oral)

 Date

 Title of publication/presentation

 Journal name or audience of presentation (if oral)

 Date

## Pending/Expected Disclosures

3.2 Please identify any disclosures, either written or oral, of the invention that you expect to make to others *in the future*.

 Title of publication/presentation

 Journal name or audience of presentation (if oral)

 Expected date

 Title of publication/presentation

 Journal name or audience of presentation (if oral)

 Expected date

 Title of publication/presentation

 Journal name or audience of presentation (if oral)

 Expected date

## Future Disclosures

3.3 *Please keep your OTC Licensing Specialist informed of any future submission or acceptance for publication or other possible non-confidential disclosure of any manuscript(s), abstract(s) or oral presentation(s) describing the invention—such activities can adversely affect patent rights.*

## Background Information

3.4 Are laboratory records and data available? Give reference numbers and physical location, but **do not** enclose documentation.

3.5 Are related patents known to the inventor? List below:

3.6 List most relevant articles, journals, or abstracts of other authors.

3.7 Are the inventors aware of any other university patents or potentially patentable inventions developed at the university or under development at the university that may be required to practice the invention disclosed herein? (check one) [  ]Yes    [  ]No

 If Yes, please identify and explain:

# Section 4 – Financial Resources Used/Prior Obligations

4.1 Was the development of *this intellectual property* supported by a grant or contract?
(check one) [  ]Yes    [  ]No

 If Yes, please list below. If No, please explain why you believe this research result is outside any
 existing sponsored research:

 Note: Types of sponsors include but are not limited to, NIH, other federal agencies, state agencies, non-profit research foundations, and private companies. Gift contributions need not be listed. (Copy this block to list additional sponsors.)

 Name of sponsor:

 Title of project:

 UT Austin acct #:

 Grant #:

 Is UT acting as subcontractor? [  ]Yes    [  ]No

 If Yes, identify prime contractor:

 Name of sponsor:

 Title of project:

 UT Austin acct #:

 Grant #:

 Is UT acting as subcontractor? [  ]Yes    [  ]No

 If Yes, identify prime contractor:

 Name of sponsor:

 Title of project:

 UT Austin acct #:

 Grant #:

 Is UT acting as subcontractor? [  ]Yes    [  ]No

 If Yes, identify prime contractor:

4.2 Do you have any *other current* sponsored research agreements in place?
(check one) [  ]Yes    [  ]No

 If Yes, please list below.

 Note: Types of sponsors include but are not limited to, NIH, other federal agencies, state agencies, non-profit research foundations, and private companies. Gift contributions need not be listed. (Copy this block to list additional sponsors.)

 Name of sponsor:

 Title of project:

 UT Austin acct #:

 Grant #:

 Is UT acting as subcontractor? [  ]Yes    [  ]No

 If Yes, identify prime contractor:

 Name of sponsor:

 Title of project:

 UT Austin acct #:

 Grant #:

 Is UT acting as subcontractor? [  ]Yes    [  ]No

 If Yes, identify prime contractor:

4.3 Are any other agreements in place that are relevant to this invention? If none, check here [  ]

|  |  |  |
| --- | --- | --- |
| Check here | Agreement type | Other parties to agreement, and description of agreement |
|  | License agreement |  |
|  | NDA/confidentiality agreement |  |
|  | Collaboration agreement |  |
|  | Research agreement |  |
|  | Consortia agreement or funding |  |
|  | Memorandum of understanding (MOU) |  |
|  | Consulting agreement |  |
|  | Inter-institutional agreement |  |
|  | Material transfer agreement |  |
|  | Industrial affiliate program |  |
|  | Other |  |

4.4 Are you aware of any other encumbrance on this invention that is not listed above?
(check one) [  ]Yes    [  ]No

 If Yes, please provide details:

4.5 Do you intend to continue development of this technology? (check one) [  ]Yes    [  ]No

 a) If Yes, are resources available through the resources listed above or through other resources?

 (check one) [  ]Yes    [  ]No

 b) Is this invention the subject of a pending grant or contract proposal?

 (check one) [  ]Yes    [  ]No

 If Yes, please specify potential funding source and the date funding may be received:

 Funding source

 Date

# Section 5 – Non-Proprietary Description

This one-page form will be used to market your technology through OTC's web site and for mailing preliminary information to interested parties, including the media. The text should be understandable by anyone who is semi-skilled in your technology area. Examples can be found at: <https://research.utexas.edu/otc/available-technologies/>.

Please email an electronic version of this Non-Proprietary Description to the Office of Technology Commercialization at **disclosure@otc.utexas.edu**.

UTA#

Office Use (E)

Non-Proprietary Description

(Please send an electronic version to disclosure@otc.utexas.edu.)

Title:

Background:

*(Why is there a need for such a tool? What are the drawbacks of other, similar tools if available?)*

Invention Description:

*(A non-proprietary description of the invention)*

Features:

*(The characteristics of the invention: coded in assembly/binds selectively to XYZ receptor/etc.)*

Benefits:

*(The results of the features. Why do I care? 2X faster operation/fewer side effects/cheap to produce/etc.)*

Markets:

*(Who might be interested in your invention? Quantify if possible; cite sources)*

Development Stage:

*(Choose one:
Idea / Proof of concept / Lab or bench prototype / Beta or commercial prototype / Commercial product)*

1. NOTE: Required by U.S. Patent and Trademark Office for patent applications. [↑](#footnote-ref-1)