

UT DALLAS
TECHNOLOGY DISCLOSURE
INSTRUCTIONS FOR COMPLETION

Completion and submission of the attached Technology Disclosure form is the first step in the disclosure of new technologies discovered or developed at UT Dallas. The form will be used as a source of basic information to help the Office of Technology Commercialization (OTC) evaluate your technology for commercial potential and identify information that might impact that potential (e.g., as a result of the restrictions imposed by funding sources, publications or other public disclosures). A technology manager will contact the corresponding contributor after reviewing the submission.

The OTC reviews all disclosed technologies and, where appropriate, seeks to protect and license these technologies to industry for further development and commercialization. Any revenue derived from the licensing of the technology will be shared with the contributors identified in the Disclosure Form according to UT Dallas IP policy (<http://policy.utdallas.edu/utdpp1002>).

Please submit a Technology Disclosure to the OTC at least thirty days before the research related to the technology is submitted for publication, posted on the internet, or otherwise publicly disclosed if at all possible. Please be sure to complete the form as thoroughly as possible. If you have any questions, do not hesitate to call or email our office at 972-883-4558 or otc@utdallas.edu. A brief set of instructions is provided below for your reference:

- (1) Technology Description and Title - It is important that we receive an adequate description of the technology, its special characteristics, as well as its potential uses, for our marketing, licensing and patentability evaluation. Please highlight the differences between this technology and the "state of the art"; let us know novelties in design or capability that may help us distinguish this from other technologies in the field, whether currently marketed or simply published. **Please also append any resources that might help us in this regard: previously published papers (yours or others), draft manuscripts, review articles, etc.**

- (2) Contributors and Contributor Information – Please designate a corresponding contributor who will be the main contact for this disclosure, and list the names of additional key contributors to the technology, if any. While the Corresponding Contributor will be the OTC's main point of contact for the disclosure, the OTC will rely on the Corresponding Contributor to keep the other named contributors reasonably informed of any new developments in the status of the disclosure. Of course, all contributors should feel free to contact the OTC with any questions or concerns they may have at any step during the review or commercialization process.

All contributors named on the Disclosure Form also need to complete and sign the Contributor Information Form (Section 6). This information is used to identify the employment status of all contributors (which is especially important when co-contributors are not UT employees). Your home address information and citizenship are used in various legal documents filed in the U.S. Patent and Trademark Office. In addition, when authorized, home contact information is used to direct disbursements of licensing income to you. For that reason, it is important that contributors notify OTC of future changes to contact information.

- (3) Publications and/or Oral Disclosures - Publications and oral disclosure have a bearing on the potential patentability of your invention. It is important that this section be filled out completely. Add additional pages if necessary.

- (4) Financial Resources Used/Prior Obligations - Funding agencies, private grantors and sponsors often have rights in inventions. **It is imperative that this section is filled out as completely as possible.**

PLEASE RETURN TO THE OFFICE OF TECHNOLOGY COMMERCIALIZATION (See form)