

MIT LINCOLN LABORATORY INVENTION DISCLOSURE FORM INSTRUCTIONS

I. Introduction

The Massachusetts Institute of Technology's (MIT) Technology Licensing Office (TLO) reviews all Technology Disclosure forms as they are received from members of the MIT community. Where appropriate, the MIT TLO endeavors to license MIT inventions to industry for further development and commercialization. Any royalties derived from any such license are shared with the inventor(s) and their departments according to MIT Policy (see § 4.8 of the "[Guide to the Ownership, Distribution and Commercial Development of MIT Technology](#)").

The purpose of this form is to notify the MIT TLO of your potential invention and any relevant sponsorship and publication history. The form also serves to establish a legal record of the date of conception of the invention. This form and supporting attachments should be submitted via the Lincoln Laboratory Technology Ventures Office (TVO) at IPdisclosures@ll.mit.edu, when something new, non-obvious, and useful has been conceived or developed. Refer to [TVO-052, Intellectual Property Management](#) for additional information.

II. Instructions

*The following instructions apply to the corresponding numbered sections on the
INVENTION DISCLOSURE FORM*

1. Use a brief descriptive title to aid in identifying the technology.
2. In describing the technology, select the check box and attach material that covers the following points:
 - a. General purpose
 - b. Technical description
 - c. Advantages and improvements over existing methods, devices or materials
 - d. Commercial applications (economic potential, etc.)
3. Select the check box and attach a list of the name(s) of any MIT co-inventors. An MIT co-inventor is anyone affiliated with or employed by MIT who has conceived or contributed an essential element of the invention, either independently or jointly with others, during the evolution of the technology concept or reduction to practice. Non-MIT co-inventors are individuals who conceived or contributed an essential invention element and are affiliated with or employed by any entity other than MIT or Lincoln Laboratory.
4. For this step all funding sources need to be identified.
 - a. For MIT inventors, was this invention developed with the use of any MIT administered grant/contract funds?
YES applies under either of the following two circumstances:
 - If the invention was supported by any on-contract funding (most Lab programs), select the **YES** check box and then select the check box for MIT LL Prime Contract number (FA8702-15-D-0001).
 - If the software was supported by off-contract funding, such as a Cooperative Research and Development Agreement (CRADA), Collaboration Agreement (CA), or Small Business Innovation Research (SBIR), select the **YES** check box, then select the **OTHER** check box and provide the applicable agreement number(s).

For both of the above options, you need to enter the Program number, Sponsor/Organization, and Lab Program Manager. Program numbers and the sponsor/organization name or acronym may be obtained from the appropriate group or division office. The Laboratory program manager is generally the cognizant group leader. Refer any questions to the Technology Ventures Office (TVO) at IPdisclosures@ll.mit.edu.

If **NO** MIT administered research grants/contract funds were used, you must still report on whether the invention was developed with significant use of any MIT-administered funds or facilities. Even in the absence of program funding, significant use will normally give rise to MIT ownership rights in the invention. For more information on what is meant by “Significant Use” refer to § 2.1.2 of the [Guide to the Ownership, Distribution, and Commercial Development of MIT Technology](#).

- b. Non-MIT inventors are also asked to disclose their funding sources outside of MIT. This information is necessary to confirm sponsor rights, joint ownership, and (as appropriate) to establish inter-agency agreement(s) to manage the intellectual property.
5. In the United States, a patent application must be filed no later than one year after public availability of a printed publication disclosing the invention in detail (presentations including slides, use of overheads, blackboards, or website postings may be considered written disclosures). Once the filing deadline has passed, United States Patent and Trademark Office (USPTO) regulations prevent the invention from being patented. In other countries, filing must take place before either oral or printed publication is made available to the public or foreign filing rights may be forfeited. However, where there has been a U.S. filing before any oral or printed publication, a one-year grace period for foreign filing is generally granted.

Complete all parts in this section in view of the following:

- a. Conception, in the patent-law sense, involves the formulation, in the mind of the inventor, of the complete means for solving a problem. The mere recognition of a desirable result, or of a problem, or of a general approach to solving the same, without the formulation of the physical structure to accomplish that result or to solve the problem, will not suffice to constitute conception.
 - b. The term “First Publication” means the first time any member of the general public (those outside the MIT community), without restriction of confidentiality, would have been able to legally gain access to your written or printed enabling description of the invention.
 - c. “First public oral disclosure” means the first time any member of the general public (those outside the MIT community), without restriction of confidentiality, would have heard a presentation or other oral disclosure of the invention
 - d. The anticipated date of publication, (as described in Section 6 b above), should be entered here, as well as the date any documentation was submitted for review for possible publication.
6. Select either the **YES** or **NO** check box. Reduction to practice, according to patent law, involves actual and complete use of the invention for its intended purpose. Such reduction to practice generally involves physical construction of the invention and testing the physical embodiment to determine whether it performs as contemplated, but this is not always necessary if the invention can be fully described.
 7. A list of commercial entities that may be interested in the invention will assist the MIT TLO in identifying potential licensees for the technology. Please include names and emails of specific contacts (if known).
 8. Primary contact signs to agree that all supplied information is true.

INVENTION DISCLOSURE FORM

Once all sections are complete, including approval signatures, submit to the TVO at IPdisclosures@ll.mit.edu.
All MIT inventors **must sign** the disclosure before it is submitted.

1 TITLE OF INVENTION				
2 DESCRIPTION OF INVENTION <input type="checkbox"/> Check here to confirm a description of the technology is attached.				
3 LIST ALL INVENTOR(S)				
MIT INVENTOR(S) <small>PRIMARY CONTACT *</small>	POSITION	DIVISION OR MIT DEPT.	GROUP	EXTENSION
*				
NON-MIT INVENTOR(S)	EMPLOYER/INST. AFFILIATION	EMAIL	PHONE NUMBER	
<input type="checkbox"/> Check here if there are additional MIT or non-MIT inventors attached.				
4 LIST FUNDING DETAILS				
4a <i>MIT Funding</i>				
Was this invention developed with the use of MIT-administered research grant/contract funds? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If YES under what contract?				
<input type="checkbox"/> Prime Contract (FA8702-15-D-0001)	PROGRAM NO(S)	SPONSOR(S)/ORGANIZATION(S)	LAB PROGRAM MANAGER	
<input type="checkbox"/> Off-Contract				
If NO , was there any significant use of MIT-administered funds or facilities (as defined in the instructions)? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Please note that accurate and complete grant and contract information is necessary. The MIT TLO will use this information to determine any sponsor rights and to comply with all requirements under sponsored research agreements and federal law.				
4b <i>Non-MIT Funding</i>				
Was this invention developed with the use of funds that were not administered by MIT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If YES , please list all known funding outside of MIT.				
Please note that this information is necessary to confirm sponsor rights, joint ownership, and, as appropriate, to establish inter-institutional agreement(s) to manage the intellectual property.				
5 DATES OF CONCEPTION AND PUBLIC DISCLOSURE			REFERENCES/COMMENTS	
Accurate data is essential, as prior disclosure may affect the possibility of obtaining patent rights.			Please include conference name(s) and presentation title(s) (use separate sheet if necessary)	
			DATE	
5a <i>Date of Conception of Invention</i>				
Has this date been documented? If so, where?				
5b <i>First Publication</i>				
First publication containing sufficient description to enable a person skilled in this field to understand and to make or use the invention (include publication and submission date).				
5c <i>First Public Oral Disclosure</i>				
First public or oral disclosure of invention sufficient to enable a person skilled in this field to understand and to make or use the invention.				
5d <i>Anticipated Date of Publication</i>				
If unpublished and undisclosed, provide the anticipated publication or public oral disclosure date and any submissions made for potential publication.				

6 Has the invention been reduced to practice? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES , please provide date of first reduction to practice:
7 <input type="checkbox"/> Check here to confirm a list is attached of commercial entities that may be interested in this invention (include company name, points of contacts, and emails).
8 I hereby declare that the details furnished above are true and correct to the best of my knowledge.

FOR MIT INVENTORS

I (We) hereby assign all right, title and interest to this invention to MIT and agree to execute all documents as requested, assigning to MIT our rights in any patent application filed on this invention, and to cooperate with the MIT Technology Licensing Office (the "TLO") in the protection of this invention. MIT will share any royalty income derived from the invention with the inventor(s) according to its standard policies, as may be updated from time to time.

Inventor's Signature		Date	
First Name	Middle	Last Name	
Home Address	City	State	Zip
MIT ID#	Country of Citizenship	Birth Month/Day*	
Email			
Do you wish to be copied on Patent Office and related correspondence? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Inventor's Signature		Date	
First Name	Middle	Last Name	
Home Address	City	State	Zip
MIT ID#	Country of Citizenship	Birth Month/Day*	
Email			
Do you wish to be copied on Patent Office and related correspondence? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Inventor's Signature		Date	
First Name	Middle	Last Name	
Home Address	City	State	Zip
MIT ID#	Country of Citizenship	Birth Month/Day*	
Email			
Do you wish to be copied on Patent Office and related correspondence? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Inventor's Signature		Date	
First Name	Middle	Last Name	
Home Address	City	State	Zip
MIT ID#	Country of Citizenship	Birth Month/Day*	
Email			
Do you wish to be copied on Patent Office and related correspondence? <input type="checkbox"/> YES <input type="checkbox"/> NO			

**Please note that MIT collects MIT ID numbers and month and day of birth rather than social security numbers for security and privacy reasons. This information, as well as home address and country of citizenship, is required. Absence of this information may hinder distribution of the inventors' share of any royalties that may result from this technology. The signature of non-MIT inventors without MIT ID numbers is not required; they will be contacted by the MIT TLO. If there are more than four MIT inventors, please attach an additional copy of this page.*

Technology disclosed to and understood by:

Group Office
(Group primarily responsible for the disclosed invention)

Date

Technology Ventures Office

Date