

## Invention Disclosure Form

All information contained here is considered confidential and proprietary to Coastal Carolina University and is not intended for public dissemination.

Office of Sponsored Programs and Research Services  
PO Box 261954, Conway, SC 29528  
(t) 843.349.2978 (f) 843.349.2726 (e) [OSPRS@coastal.edu](mailto:OSPRS@coastal.edu)

### INSTRUCTIONS

- I. All Invention Disclosure Forms (IDF) are reviewed as they are received. IDFs are reviewed for patentability and commercial potential. Please complete as much of the form as possible before submitting for review. Coastal Carolina University (CCU) may file a provisional patent application on an invention that may be patentable. Where appropriate, CCU may seek to license 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 [CCU Intellectual Property Policy](#), ACAD-RSCH 106.

The purpose of this form is to notify CCU 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 should be submitted to the Office of Sponsored Programs and Research Services (OSPRS) when something new and useful has been conceived, or when unusual, unexpected or unobvious research results have been achieved and can be used.

- II. The following instructions should be used when completing the form.
  1. Use a brief descriptive title to aid in identifying the technology.  
**In describing the technology, attach material which covers the following points. Each needs to be answered completely and separately.**
  2. Description (General Purpose)
  3. Novel and Unusual Features (3 – 5 bullets)
  4. Advantages and improvements over existing methods, devices, or materials (3 – 5 bullets)
  5. Commercial applications (economic potential, potential markets, etc.) – (bullets)
  6. Technical Description
  7. Include the names of any co-inventors. A co-inventor is an individual 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. **An inventor is not someone who is added to the invention disclosure as a courtesy. Incorrectly naming inventorship can result in the loss of patent rights.**
  8. If the invention was made in connection with any sponsored research, the appropriate grant account numbers **MUST** be listed. In addition, all completed invention disclosure forms **MUST** include the signature(s) of the inventor(s).
  9. ***CCU wishes for prompt disclosure of new inventions; preferably in advance of any publication, presentation, or other disclosure of the invention. The reason for this is because in the United States, a patent application must be filed no later than one year after a public disclosure of the invention, this may include, but is not limited to public availability of a printed publication disclosing the invention in detail or an oral disclosure. In other countries, the filing must take***

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***place before any public disclosure, either printed, oral, or otherwise is made available to the public otherwise, international patent rights may be completely lost; however, where there has been a U.S. filing before any public disclosure, generally a one-year grace period is granted for foreign filing.*** Complete all parts of section 5 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, without restriction of confidentiality or not pursuant to a nondisclosure agreement, would have been able to legally gain access to your written or printed enabling description of the invention. This includes a thesis submitted to the CCU library.
  - c. The term ***“first oral disclosure”*** means the same as 5b, but only as to oral presentation to the general public. The general public can be a small group of people. If, however, the people to whom you disclose have an obligation to keep the invention confidential, such as for example because there is a confidentiality or nondisclosure agreement in place, then you have not publicly disclosed the invention.
  - d. The anticipated date of publication, as described in 5b above, should be entered here, as well as the date any documentation was submitted for review for possible publication. This includes a thesis submitted to the CCU library. Please confirm the date of publication with the organization to whom you supported your work.
10. Reduction to practice, according to patent law, involves actual and complete use of the invention for its intended purposes. Such reduction to practice usually 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.
  11. A list of commercial entities that may be interested in the invention will assist CCU in identifying potential licensees for the technology. Please include names and addresses of specific contacts, if known.
  12. Non-CCU inventors are not required to sign this form, **but** their contact information **MUST** be provided.
  13. Extra pages may be attached for further detail, if necessary.
  14. IDF must be signed and dated by all of the contributors listed on *Page 5*.
  15. Return completed and signed forms and supporting materials via:  
**e-mail** [OSPRS@coastal.edu](mailto:OSPRS@coastal.edu)  
**inter-campus mail** OSPRS, 450-B Century Circle, Conway, SC 29528

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Invention		
<b>Will any of the inventors be publicly disclosing this invention within the next 3 months?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, please provide date</b>		
<b>1. Title of Invention</b>		
<i>Please attach supporting documentation for each of the points below.</i>		
<b>2. Description of Invention (General Purpose)</b>		
<b>3. Novel and Unusual Features (3 – 5 bullets)</b>		
<b>4. Advantages and Improvements over existing methods, devices or materials (3 – 5 bullets)</b>		
<b>5. Commercial applications (economic potential, potential markets, etc. – bullet format)</b>		
<b>6. Technical Description</b>		

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## Contributors

**7. Please list the lead inventor first. Complete information is essential.**

Contributor #1					
<b>Full Name</b>					
<b>CCU ID#</b>		<b>CCU Dept.</b>			
<b>Country of Citizenship</b>					
<b>Professional Address</b>					
<b>Home Address</b>					
<b>CCU Email Address</b>					
<b>Office Phone</b>					
<b>Status (select one)</b>	<b>Faculty</b>		<b>Staff</b>		<b>Student</b>
<b>Describe the contribution</b>					

Contributor #2					
<b>Full Name</b>					
<b>CCU ID#</b>		<b>CCU Dept.</b>			
<b>Country of Citizenship</b>		<b>Institution<sup>1</sup></b>			
<b>Professional Address</b>					
<b>Home Address</b>					
<b>Email Address</b>					
<b>Office Phone</b>					
<b>Status (leave blank if N/A)</b>	<b>Faculty</b>		<b>Staff</b>		<b>Student</b>
<b>Describe the contribution</b>					

<sup>1</sup> If Contributor #2 is **not** a CCU employee, provide address of the institution or company with which he/she is associated.

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Contributor #3					
<b>Full Name</b>					
<b>CCU ID#</b>		<b>CCU Dept.</b>			
<b>Country of Citizenship</b>		<b>Institution<sup>1</sup></b>			
<b>Professional Address</b>					
<b>Home Address</b>					
<b>Email Address</b>					
<b>Office Phone</b>					
<b>Status (leave blank if N/A)</b>	<b>Faculty</b>		<b>Staff</b>		<b>Student</b>
<b>Describe the contribution</b>					

<sup>1</sup> If Contributor #3 is **not** a CCU employee, provide address of the institution or company with which he/she is associated.

Contributor #4					
<b>Full Name</b>					
<b>CCU ID#</b>		<b>CCU Dept.</b>			
<b>Country of Citizenship</b>		<b>Institution<sup>1</sup></b>			
<b>Professional Address</b>					
<b>Home Address</b>					
<b>Email Address</b>					
<b>Office Phone</b>					
<b>Status (leave blank if N/A)</b>	<b>Faculty</b>		<b>Staff</b>		<b>Student</b>
<b>Describe the contribution</b>					

<sup>1</sup> If Contributor #4 is **not** a CCU employee, provide address of the institution or company with which he/she is associated.

Contributor #5					
<b>Full Name</b>					
<b>CCU ID#</b>		<b>CCU Dept.</b>			
<b>Country of Citizenship</b>		<b>Institution<sup>1</sup></b>			
<b>Professional Address</b>					
<b>Home Address</b>					
<b>Email Address</b>					
<b>Office Phone</b>					
<b>Status (leave blank if N/A)</b>	<b>Faculty</b>		<b>Staff</b>		<b>Student</b>
<b>Describe the contribution</b>					

<sup>1</sup> If Contributor #5 is **not** a CCU employee, please provide the address of the institution or company with which he/she is associated.

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Supporting Funds			
<b>8. What funds supported the work leading to this invention?</b>			
<i>Please include federal, non-federal, foundation and industry funding, gifts, etc.</i>			
<i>Also include appropriate grant account number, where applicable. <b>If no funding, please state "None".</b></i>			
<b>Sponsor</b>		<b>Grant account #</b>	
<b>Sponsor</b>		<b>Grant account #</b>	
<b>Sponsor</b>		<b>Grant account #</b>	

Dates of Conception and Public Disclosure
<b>9. Provide dates of conception and public disclosure.</b>
<i>Please be as accurate as possible as prior disclosure may affect the possibility of obtaining patent rights.</i>

Conception of Invention	
<b>Date</b>	
<b>Has this been documented?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, where?</b>	
<b>References/Comments</b> <i>Please include names of periodicals/journals, using a separate sheet if necessary</i>	

First Publication containing sufficient description to enable a person skilled in this field to understand and to make or use the invention (Include Theses and Date Submitted)	
<b>Date</b>	
<b>References/Comments</b> <i>Please include names of periodicals/journals, using a separate sheet if necessary</i>	

First public oral disclosure of invention sufficient to enable a person skilled in this field to understand and to make or use the invention	
<b>Date</b>	
<b>References/Comments</b> <i>Please include names of periodicals/journals, using a separate sheet if necessary</i>	

If unpublished and undisclosed, what is the anticipated publication or public oral disclosure date and any submissions made for potential publication?	
<b>Date</b>	
<b>References/Comments</b> <i>Please include names of periodicals/journals, using a separate sheet if necessary</i>	

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Reduction to Practice		
<b>10. Has the invention been reduced to practice?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, what date?</b>		

Commercial Context
<b>11. Please list all commercial applications of this invention.</b>

Please list any potential commercial entities that may be interested in this invention. <i>Include contact information, when possible.</i>			
<b>Entity</b>		<b>Contact Information</b>	
<b>Entity</b>		<b>Contact Information</b>	
<b>Entity</b>		<b>Contact Information</b>	
<b>Entity</b>		<b>Contact Information</b>	

Based on the Levels described in Appendix A. Please provide any data supporting your ranking as an attachment.	
<b>What is the current level of your invention?</b>	
<b>What level will you be at in one year?</b>	

Prior Related Patent Applications or Patents		
<b>12. Please list prior related patent applications or patents.</b>		
<b>Title</b>	<b>Main Inventor</b>	<b>Inv/Patent Application/Patent #</b>

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List of Materials Associated with the Invention and Distributed to Individuals Outside CCU		
<b>13. Please list materials. Applies to materials distributed with or without a Material Transfer Agreement.</b>		
Material Description	Recipient Name	Recipient Organization

List of Materials Used in the Invention and Obtained from Outside Sources		
<b>14. Please list materials. For materials provided under a contract, specify type of agreement.</b>		
Material Description	Provider Name	Provider Organization

For Software Inventions		
<b>15. Does your invention involve open source code?</b>	<b>Yes</b>	<b>No</b>
<b>16. Does your invention incorporate or rely upon any software not written by the inventors?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, please describe</b>		

Search Terms
<b>13. Please provide 5 key search terms to assist in a prior art search on your invention</b>

Principal Contact Person	
<b>17. Please provide the following information for your principal contact.</b> <i>Provide multiple phone and email addresses as applicable.</i>	
<b>Full Name</b>	
<b>Office Phone</b>	
<b>Cell Phone</b>	
<b>CCU Email Address</b>	
<b>Other Email Address</b>	



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## Inventor Declaration and Assignment

**18. Inventor Declaration and Assignment** - I (we) hereby agree to assign and do hereby assign all rights, title, and interest to this Invention to Coastal Carolina University and agree to execute as requested any patent applications, assignments and other documents related to this invention and to cooperate with Coastal Carolina University in the protection of this invention, including but not limited to seeking patent protection for the invention. Coastal Carolina University will share any income derived from this Invention with the inventor(s) according to its [CCU Intellectual Property Policy](#), ACAD-RSCH 106. The undersigned also hereby declare(s) that he/she/they are the true inventor(s) of the Invention disclosed herein, and that the Invention arose in the course of work on behalf of Coastal Carolina University or through the benefit of the use of Coastal Carolina University facilities, equipment or other.

## Signature of Inventor(s) *All inventors must sign.*

<b>Signature</b>			
<b>Date</b>		<b>Print Full Name</b>	

<b>Signature</b>			
<b>Date</b>		<b>Print Full Name</b>	

<b>Signature</b>			
<b>Date</b>		<b>Print Full Name</b>	

<b>Signature</b>			
<b>Date</b>		<b>Print Full Name</b>	

<b>Signature</b>			
<b>Date</b>		<b>Print Full Name</b>	

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Appendix A		
Invention Readiness Level	Life Sciences	Physical Sciences and Software
<b>Level 1</b>	Basic observations and new hypothesis reported	Basic observations and new hypothesis reported
<b>Level 2</b>	Novel paradigm/ composition of matter /method formulated; Customers identified; Corroborating preliminary results obtained.	Technology concept and/or application formulated. There is no experimental proof or detailed analysis to support the conjecture.
<b>Level 3</b>	Analytical or experimental proof-of-concept established. <i>In-vitro</i> demonstration of results consistency to validate components.	R&D is initiated: analytical studies set the technology into an appropriate context and “proof-of-concept” laboratory-based studies physically validate that the analytical predictions are correct.
<b>Level 4</b>	Proof-of-concept established in complex <i>in-vitro</i> settings. Demonstration of component competitive added value.	Basic technological elements integrated to establish that the “pieces” will work together to achieve concept-enabling levels of performance for a component and/or breadboard.
<b>Level 5</b>	Component validation in relevant environment. <i>In-vivo</i> POC established in small animals.	Component and/or breadboard validated in a relevant environment
<b>Level 6</b>	System/subsystem demonstration in relevant environment. <i>In-vivo</i> POC established in other species (canine, feline, etc.)	System/subsystem model or prototype near the desired configuration in terms of performance, weight, and volume tested in a relevant environment.
<b>Level 7</b>	System prototype demonstration in an operational environment. <i>In-vivo</i> POC established in non-human primates	System prototype demonstrated in an operational environment.
<b>Level 8</b>	Actual system completed and qualified through test and demo. POC established in humans /Phase I clinical trials	Actual system completed and qualified through test and demonstration.
<b>Level 9</b>	Actual system proven through successful mission operations. Future product proven successful in Phase II and III clinical trials.	Actual system proven through successful mission operations.