



INSTRUCTIONS FOR INVENTION DISCLOSURE FORM

1. **TITLE** – please provide a short, but descriptive title to the invention.
2. **DESCRIPTION** – please include a brief description of the invention. Some things to include:
 - a. Describe how this invention is novel.
 - b. Describe why this invention is useful.
 - c. Explain what has been demonstrated up to this point.
 - d. Describe any advantages over existing technologies.
 - e. Attach papers or presentations that can help explain the invention.
3. **CONTRIBUTORS** - list any person who contributed to the novel and useful features of the invention.
 - a. **UT CONTRIBUTOR** – any person who receives a paycheck from UT or is affiliated with UT (student).
 - b. **NON-UT CONTRIBUTOR** – any person who contributed to the invention, but is not affiliated with UT.
4. **FUNDING SOURCES** - list the contract/agreement (if any) under which the work is being performed:
 - a. Federal
 - b. Private
 - c. University
 - d. Other
 - e. Material Transfer Agreement (MTA) – if any material used for this project was obtained from a 3rd party under an MTA, please attach the agreement.
 - f. VA – if there was any VA support associated with this project, please provide the details of this association.
5. **PUBLIC DISCLOSURE** - Has this invention been disclosed to any other parties? If, so:
 - a. List any publications where it has appeared.
 - b. List any conference presentations/abstracts where it has been presented.
 - c. List any theses, dissertations or graduate defenses that have included it.
 - d. If this invention been offered for sale or public use, list to whom and on what date.
 - e. List any other disclosure made (including individual communication) if the other party had no obligation to maintain the material in confidence.
6. **WITNESS** – the form should be signed by a witness who is capable of reviewing and understanding the technical aspects of the invention. A colleague who is *not* an inventor on this invention typically serves this role.
7. **ALLOCATION OF RIGHTS** - all UT contributors should indicate (by signature) whether their contribution was made as part of their affiliation with UT.
 - a. The UT inventors should indicate their preference in assigning the invention to UTRF (this is a required step for UTRF management of the invention) or indicate some other preference.
 - b. The UT inventors should indicate their preference in how any revenue generated in the course of commercializing the invention will be shared among all UT inventors. This should be indicated in percentages and should total 100%.
8. **REQUIRED SIGNATURES** – process the form through the UT signature chain: Department Head, Dean, and Research Office. Once the disclosure reaches UTRF (with all required signatures), a file will be opened and you will receive a confirmation letter that contains a reference number.

If you have any questions, please contact our office at (865) 974-1882 and you will be directed to the appropriate party.