

BALL STATE UNIVERSITY
Technology Transfer Office
Intellectual Property Disclosure for Inventors and Authors

The University Patent and Copyright Policy, found in the Ball State University Faculty and Professional Personnel Handbook, provides that whenever a faculty, professional personnel, or student inventor/author creates a work of intellectual property which is, or may be, owned by Ball State, a disclosure is necessary and must be filed. Use this form for that purpose.

The disclosure is to be reviewed by the inventor/author's supervisor and forwarded to the Office of Technology Transfer. Questions may be directed to Michael Halbrook, Office of Technology Transfer, mlhalbrook@bsu.edu 765.285.5054.

Inventor/Author #1:

Position or Rank & Department:

Immediate Supervisor:

BSU ID Number:

Mailing address (for royalty payment distribution):

Inventor/Author #2:

Position or Rank & Department:

Immediate Supervisor:

BSU ID Number:

Mailing address (for royalty payment distribution):

Inventor/Author #3:

Position or Rank & Department:

Immediate Supervisor:

BSU ID Number:

Mailing address (for royalty payment distribution):

Nature of Work (invention, process, patentable item, copyrighted work, etc.):

Title:

Describe the contents or function of the work briefly:

Year in which creation of work completed:

Date of first publication (i.e., written or oral public disclosure made or planned), if any:

Month Day Year

Please check if one or more of the following conditions apply:

- a) within the scope of employment duties
- b) as the result of a specific assignment (e.g., released time, service on an internal or external grant)
- c) as the result of a special project funded in whole or in part by the University
- d) with use of University facilities or materials.

Please check the source and indicate dollar amount of University costs to be recovered:

- | | | | |
|--------------------------|----|--------------|---------------------------------|
| a) Departmental funds | \$ | Date awarded | Acct # to receive reimbursement |
| b) College funds | \$ | Date awarded | Acct # to receive reimbursement |
| c) iCommunication | \$ | Date awarded | Acct # to receive reimbursement |
| d) SPO internal grant | \$ | Date awarded | Acct # to receive reimbursement |
| e) SPO P & C fund | \$ | Date awarded | Acct # to receive reimbursement |
| f) External grant(s) | \$ | Date awarded | Acct # to receive reimbursement |
| g) Other funds (specify) | \$ | Date awarded | Acct # to receive reimbursement |

Signatures (for forwarding to the Technology Transfer Office):

Inventor/Author #1 _____
Date _____

Inventor/Author #2 _____
Date _____

Inventor/Author #3 _____
Date _____

Supervisor/Advisor/Department Chair

(of Inventor/Author #1) _____
Date _____

(of Inventor/Author #2) _____
Date _____

(of Inventor/Author #3) _____
Date _____

Note: Signature above indicates agreement with nature of University resources and amount of recoverable expenditures used in the creation/production of the work.

Department Chair/Supervisor's Comments and Recommendation:

Dean/Director

(of Inventor/Author #1) _____
Date _____

(of Inventor/Author #2) _____
Date _____

(of Inventor/Author #3) _____
Date _____

Director, Technology Transfer _____
Date _____

For office use only:

Date of disclosure: _____ Notes: _____

Technology Transfer Office recommendations:

Ownership:

Income distribution:

Associate Provost for Research & Dean of the Graduate School Approval:

Initials _____ Date _____