

Date Received	<b>University of Southern California Disclosure Form</b>				USC File No.
1. Non-Confidential and Descriptive Title of Technology					
2. Inventor(s) &/or Software Author(s) – Identify one preferred contact	Telephone	Fax number	Email address	Employer/Position	Departmental Address
3.a. Has any funding been used, in whole or in part, to conceive, make, test, or develop the technology? (List additional sponsors on a separate sheet.) Please note that accurate and complete sponsorship information is necessary to fulfill USC obligations under research contracts and Federal grants. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the following information.					
Grant Number	USC Account No	Sponsor	Principal Investigator		
3.b. Have any USC funds and/or facilities been used, in whole or in part, to conceive, make, test, or develop the technology? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify and list the specific USC account numbers and/or USC facilities used. If necessary, list on a separate sheet of paper.					
4. Are any of the inventors affiliated with the Alfred Mann Institute (AMI-USC)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the inventor(s) and affiliation(s).					
5. Does the technology include software? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, please complete the "Software Addendum."					
6. Have you received materials or equipment from a third party in connection with this technology? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach any relevant written agreements with the third party (for example, material transfer agreement (MTA).)					
7. Are there any other arrangements with a third party that may affect patent rights, including research or consulting agreements? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach the relevant written agreements.					
8. Please list the dates and locations of the following: (see Instruction Sheet for definitions)		Date	Notebook No. or Publication Citation	Page	
Conception of the invention					
First written description					
First reduction to practice					

9. Have any of the following occurred or will occur in connection with the technology?					
(a) Written Publication*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Anticipated	Earliest date possible	(b) Oral Presentation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Anticipated	Earliest date possible
(c) Public Use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Anticipated	Earliest date possible	(d) Offer to sell or license to an outsider (Offer may be written or oral)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Anticipated	Earliest date possible

\*See the Instruction Sheet for a definition of "Publication" and the types of documents included.

If "Yes" to any of the above, fully describe the publication (full journal citation, USC technical report no, meeting location and date, etc) and attach copies of any written publications.

10. Attach a complete description of technology (Caption attachments describing the invention per the Instruction Sheet.)

11. Attach market information per the Instruction Sheet (if known)

12. List key words for searches. List full names of inventors of possibly similar technologies.

13. I (we) hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed true.

**I (We) hereby agree to assign all right, title, and interest to this invention to USC and agree to execute all documents as requested, assigning to USC our rights in any patent application filed on this invention, and to cooperate with USC STEVENS in the protection of this invention. USC will share net royalty income derived from the invention with the inventor(s)/author(s) according to its standard policies.**

Inventor's Signature	Date	Inventor's Signature	Date
Home Address		Home Address	
Country of Citizenship		Country of Citizenship	
Inventor's Signature	Date	Inventor's Signature	Date
Home Address		Home Address	
Country of Citizenship		Country of Citizenship	

Please note that country of citizenship required. If there are more than four inventors, please attach an additional form.

**YOU ARE RESPONSIBLE FOR PROMPTLY NOTIFYING USC STEVENS IN WRITING OF ANY CHANGES OR ADDITIONS TO THE INFORMATION PROVIDED ON THIS FORM ON A CONTINUING BASIS.**

Technology disclosed to and understood by a non-inventor witness

Signature of Non-Inventor Witness	Date
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Name and Title of Witness (Please print or type.)

## Instructions for Completing the USC Technology Disclosure Form

- Item 1. Use a short and descriptive title. However, please take care to choose a title that does not disclose novel aspects of the invention. For example, if the novelty of an invention is the use of a specific (known) chemical compound in a process or treatment, avoid specifying the compound itself in the title. Instead, refer to its family, class, or other more generic descriptions.
- Item 2. Provide the full names (first, last, and middle initial) of every person you consider to be an inventor of an invention or an author of any software. The actual inventorship will be determined in accordance with U.S. patent law with the help of a patent attorney in the event that a full patent application is filed. If there are non-USC inventors list them here (but they should not sign the USC form). Non-USC inventors should disclose in parallel to their own institution or company.
- Inventorship: For purposes of completing this form, a co-inventor is any individual who has conceived an element of the invention either independently or jointly with others. If an invention has multiple embodiments, it is possible for embodiments to have inventors not in common with other embodiments.
- Authorship: For purposes of completing this form, an author of software is any individual who contributes to the writing of software code. An author need not be involved in the conception or formulation of an idea, as long as that person is involved in the expression of that idea in code.
- Item 3.a. List all sponsors whose funds in any amount have been used by or for any purpose related to the invention or software, including salaries, and the purchase of equipment or research materials.
- Item 3.b. If the work has been funded by a USC institute, or center (etc.), care should be taken to ensure that the sponsors of that USC institute or center are identified in Item 3.a.
- Item 4. Affiliation with the Alfred Mann Institute (AMI-USC) includes any person named an AMI fellow, any person employed at least part time by AMI-USC, any person receiving or utilizing any funding from AMI-USC or from a USC institute or center receiving or using the same, and any person collaborating (in connection to this particular invention) with a person affiliated with AMI-USC.
- Item 8. Conception: Enter the date that the inventor or inventors first conceived of the invention. More than one date can be entered if different embodiments were conceived at different times.
- Written Description: Enter a date here only if a description has been written (but not necessarily published) which would enable a "person of ordinary skill" to reproduce, make or use the invention. A "person of ordinary skill" is a (somewhat) subjective legal standard defined as a person having ordinary skill in the art to which the invention pertains. If the description of the invention is so cryptic or general than it would take a person of extraordinary skill to reproduce or practice the invention, it is generally not sufficient to meet the standard. At the same time, the description does not have to be so detailed that a layman could reproduce the invention.
- Reduction to Practice: Enter a date here only if the invention has actually been reduced to practice. Note, an actual reduction to practice is not required to obtain patent protection, although eventually an enabling description (see above) is needed (the U.S. Patent Office considers an enabling description to be a constructive reduction to practice).
- Item 9.a. Publications include any written description that is available to an outsider. Examples include: journal or proceedings articles, conference or other abstracts, pre-prints, USC technical reports, news releases, theses or dissertations, poster or multimedia presentations, web pages (including those of journal publishers), etc. A proposal submitted to a federal agency is generally not considered a publication until the proposal is funded. When funded, the publication date is considered to be the funding date. A proposal to a private sponsor should be made under a written confidential disclosure agreement; otherwise, it may be considered a publication.
- IMPORTANT**: A publication of only limited aspects of an invention may be sufficient to be considered a "publication" of that invention for two reasons. First, the "enabling disclosure" standard, at least in practice, is evaluated less strictly when the Patent Office is evaluating prior art (any published paper is "prior art") than when it is evaluating whether your patent application contains a complete enabling disclosure. Second, separate prior art references can be used in combination to create a bar against patenting (therefore, even a partial disclosure may create a bar to patenting).

- Item 9.b. An oral presentation includes any discussion with any person not employed by USC. If a discussion took place that you feel was protected (perhaps with an attorney retained by USC or with a person who signed a confidential disclosure agreement) please enter that discussion as an oral presentation and include a description of the circumstances under which the discussion took place.
- Item 9.c. Public use is any use of an invention by non-USC employees, or any use or demonstration of an invention that can be observed by such a person. Although public use usually creates a bar to patenting, exceptions are recognized in situations where the substantial purpose of the use is experimental and where reasonable attempts are made to retain the confidentiality of the invention. If a public use has occurred, provide information regarding the circumstances in which the use occurred to aid in our assessment of its effects.
- Item 10. The complete description of the technology should include:
- A. A brief summary of its purpose or utility;
  - B. A brief summary of the background state of the art (include copies or cites to known references);
  - C. A brief summary of its advantages (or improvements) over existing practices including aspects believed to be novel and distinguishable from the background state of the art;
  - D. A brief statement regarding the technology's current state of development; and
  - E. A detailed description of the manner of making and/or using the technology. If patent protection on an invention is to be sought, this description must have sufficient detail and clarity to enable a person of ordinary skill in the art to which the technology pertains to make, use or otherwise reproduce the invention. (see also Item 8 "Written Description" for additional background regarding adequate descriptions). If you already have a draft (or already submitted manuscript) that you feel provides a detailed description of the technology, this would be an appropriate satisfactory attachment for item 11.E. above.
- Item 11. The following information is helpful to the degree that inventors/developers can provide it.
- A. Companies and individuals in those companies (with phone numbers), who might be interested in licensing the technology and commercializing it.
  - B. Products and technologies that would compete with the technology.
  - C. Advantages of the invention/software versus potentially competing technologies currently on the market.
- Item 12. List some key words that you feel would be helpful in identifying this invention, or distinguishing this invention from other technologies, in conducting computer based searching.

Please submit the completed disclosure to:

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