



Office of Research and Grants Intellectual Property Disclosure Form

Pursuant to the terms of Lipscomb University’s Intellectual Property Policy (the “Policy”), the Office of Research and Grants Intellectual Property Disclosure Form is a confidential form to be signed and submitted by the Creator(s) with ORG. For the purposes of institutional review, approval, and subsequent support for federal reporting or securing such Intellectual Property, ORG may share the document or selected contents of the document with internal administrators who have a need to know. Documentation may also be shared with individuals external to Lipscomb, including selected Intellectual Property attorneys, federal program officers, and others who require the contents to support Lipscomb in securing or protecting Intellectual Property.

Capitalized terms used in this form shall have the same meanings as set forth in the Policy unless otherwise defined herein.

Creator(s):	Identify the name(s) of all individual(s) responsible for creation, Invention or discovery of the Intellectual Property, and the approximate level of their participation such that all percentages total 100%. If any individual is not affiliated with Lipscomb, please identify their affiliation. <i>Example:</i> <i>Dr. A. Smith, Lipscomb Faculty, 75%</i> <i>Dr. B. Jones, Lipscomb Staff, 15%</i> <i>Ms. C. Green, Lipscomb Student, 10%</i>
Point of Contact:	Identify the single point of contact for this disclosure
Significant Resources:	Identify all Lipscomb facilities or resources utilized in the creation, Invention or discovery, including, without limitation, the utilization of Lipscomb start-up (seed) funding, institutional grants and funding, laboratory facilities or space, classroom and research equipment, time and effort, and/or personnel administration.
Conflict of Interest:	Specify if any Creators have a conflict of interest, either real or perceived, related to the creation, Invention or discovery of the Intellectual Property, including any disclosures required for the administration or reporting of Externally Funded Research or Sponsored Programs. If there are multiple Creators, make sure all have filed Financial or Significant Financial COI Disclosure Forms.
Type of Intellectual Property:	Identify if the Intellectual Property appropriately fits into the category of an Invention, discovery, improvement, Copyrightable work, Patent, Trademark, Trade Secret, or licensable know-how.
Description and Summary:	Describe the specific novelty and utility of the Intellectual Property, and attach any manuscripts, images, and/or technical details:
Describe Related References:	Identify relevant sources that highlight the Creator’s claim of originality.
Public Search:	Specify if a thorough search of public Patents or other Intellectual Property databases (e.g., USPTO Patent Public Search) has been conducted to support the claim of originality and the results of such search.
Externally Funded:	Specify if the Intellectual Property has been created, Invented or developed as a result of an Externally Funded Research or Sponsored Program. If so, specify if the funding agency been notified by ORG.
Public Disclosure:	Specify if any public disclosure of the Intellectual Property has been made, such as in journals, conferences, to industry organizations, websites, or other sources If not, specify if any public disclosure is planned.
Commercialization, Marketability:	Identify the ability of the Creator(s) and Lipscomb to commercialize or market the Intellectual Property.

This form is qualified in its entirety by the terms of the Policy. In the event of a conflict between the provisions of this form and the Policy, the provisions of the Policy shall control. Any questions related to this form should be directed to the CRO.

The undersigned hereby certifies that the information in this form is current, accurate, and complete. Misrepresentations or material omissions may be subject to liability pursuant to applicable law.

Signature: _____

Date: _____

Print Name: _____