



DISCLOSURE GUIDE

This guide will help as you navigate the disclosure process. We encourage you to reference it often as you draft your responses. As you do, look for these icons to provide further information or useful tips.



Helpful tips & explanation



Reference information

What is a disclosure?

A disclosure is the first step in the process of determining appropriate protections and commercialization opportunities for your technology. This document provides a confidential overview of the invention to the Office of Technology Commercialization, and serves as the foundation for future discussions about the best path forward. (Please note that submitting a disclosure does not guarantee that a patent will be pursued.)

To begin your disclosure, you may want to have the following information easily available:

- Invention abstract
- List of all contributors, including name, organization, and email
- Date and circumstance of your first public disclosure, all subsequent public disclosures, and any future or planned public disclosures
- List of all related funding, including [sponsor](#) name, country, and contract number
- Necessary supporting files, including JPG, PNG, DOC, DOCX, PDF, and RTF

The information provided in your disclosure could be confidential, and should not be shared with others without first consulting with the Office of Technology Commercialization. Except for individuals engaged in the evaluation and approval process, the information you include will not be divulged to others without proper confidentiality agreements in place, except as required by law.

ALL DISCLOSURE QUESTIONS MUST BE COMPLETED IN FULL PRIOR TO SUBMISSION.

What if I need to edit a disclosure that I have previously created?

The disclosure will save your progress after the completion of each page, so you can resume your work as needed. Simply return to your Inventor Portal and select the “In Progress” disclosure.

- **Note:** To access your disclosure(s), go to the **home page** on Sophia. You will find a list of your disclosures and their current status.
- **Note:** The only individual who will be able to view the disclosure while “In Progress” is the individual who entered it.
- If you need to complete a disclosure that you have already created, click on the disclosure in the home page, and click the pencil icon that is found above each section to edit as needed.
- Once the disclosure is submitted, you cannot make any more edits. Please ensure that the disclosure looks correct before submitting it.



- Should you see the below page, be sure to select “Edit Specific Answers” to complete the form prior to submission.

CONTACT THE OFFICE OF TECHNOLOGY DEVELOPMENT FOR QUESTIONS OR CONCERNS (405) 325-3800

Notice

Please review your information.

Please ensure that all the following Disclosure information is correct.

Print a copy

When your information is correct press 'Submit for Approval'

[Submit For Approval](#)

Details Print a copy of this Disclosure Edit this Disclosure

Track Code	D2019-0076
Disclosure Type	Online Disclosure
Disclosure Status	In Progress
First Public Disclosure	None
Circumstances of Disclosure	None
Suggested Keywords	None
Description	Test
Name	Test Inventor
Created By	Test Inventor on May 8, 2019 9:40 AM
Modified By	Test Inventor on May 8, 2019 9:40 AM

Disclosure Researchers Add Researchers to this Disclosure

Share	Name	Organization	E-Mail	Signoff/By
★ 100.00 %	Test Inventor	None	test@test.com	<input type="checkbox"/> None

Funding/Sponsor Add Funding to this Disclosure

Please Select A Funding Source.

Disclosure Questions Edit Specific Answers

No survey responses.

Related Files +

No Files

[Submit For Approval](#)

What is the process after I've submitted?

After submission, your disclosure will remain “Under Review” until it has been completely reviewed by the Office of Technology Commercialization and other required parties for completeness and regulatory compliance. If additional information is needed from you or any of the contributors listed, we will reach out through email. To [expedite](#) this process, please regularly check for and respond to messages from the Office of Technology Commercialization, and encourage your contributors to do the same.

Once all required review is complete, your disclosure will be “Approved” within the Inventor Portal, and you will receive an approval email. At this time, the Office of Technology Commercialization will reach out with the next steps and schedule a meeting [to discuss your invention disclosure](#).

Questions? Contact the Office of Technology Commercialization at (405) 325-3800.

Below, you will find a step-by-step guide on the disclosure process.



Login

Username

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[Forgot Your Password?](#)

Enter your credentials as you would when logging into your computer.

Username

Password

[LOGIN](#)



Select 'New Disclosure' on the right-hand side to begin the disclosure process.

Welcome, Clayton J. Bradshaw

Add Sections by Clicking on Customize Homepage

Tasks

- [Find Records](#)
- [Add Agreement](#)
- [Add Invention](#)
- [Add Organization](#)
- [Add Person](#)
- [New Disclosure](#)
- [Customize Home Page](#)

New Disclosure: Details

Disclosure Status

* indicates a required field

Title*

Disclosure Types*

In Progress



List the **non-confidential title** of your work.

Online Disclosure



Description



Provide a **brief description or abstract** of your technology that can be easily understood. This will help our office quickly identify the potential applications and novel aspects of your discovery.

First Public Disclosure

Circumstances of Disclosure

- MON -



- DAY -



2



A public disclosure occurs when your technology is communicated without limitation or an obligation of secrecy. Communication to other personnel of the University of Oklahoma is generally not a public disclosure (except see below). If any of the examples below apply, please indicate the date of the first public disclosure of this discovery, as well as where it occurred, to whom it was shared, and the details of what was shared. If you are uncertain as to whether or not a situation applies, please include it for further evaluation.

Written: Publications-hard copy or available online, preprints/manuscripts, abstracts (including awarded funding proposals)-hard copy or online, complete theses/dissertations (once uploaded to SHAREOK.org or indexed and shelved in Library, unless embargoed), abstracts of theses/dissertations uploaded to SHAREOK.org even if embargoed, proceedings, symposia, posters (including those in departmental hallways), handouts, book chapters, websites, press releases, or private correspondence/emails not subject to a confidentiality agreement.

Oral: Non-confidential personal or electronic conversations or meetings (even if private), oral presentations, University seminars that are advertised as open to the public, thesis/dissertation defenses (unless officially closed)

Sale, Transfer and/or Public Use: Sales, offers for sale, non-confidential material transfers, use or demonstrations in public, non-controlled settings.

Suggested Keywords



List **3 to 5 keywords** that describe the invention, such as its field of science, key attributes, disease states, industrial applications, etc.



The following document types are accepted: **JPG, PNG, DOC, DOCX, PDF, RTF**. Each file only needs to be attached once, but there will be another opportunity to include documents at the end of the submission.

Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File

1.



Choose File

No file chosen

2.



Attach File

End of Page 1 of 4

Researcher Information

* Indicates a required field

First Name*

Middle Name

Last Name*

Organization

Please provide a valid e-mail address.

E-Mail Address*



Please include **all individuals who would be listed as inventors** on a patent application, should a patent application be filed. If **additional non-inventor contributors** are intended to receive a percentage of revenue should the technology be commercialized, please list those individuals as well.

If an OU employee, please leave "Organization" blank. Otherwise, complete this field.

End of Page 2 of 4

Edit Disclosure D20XX-0XXX: Funding

Sponsor Information

* indicates a required field, if no external funding was used, check the box below.

Sponsor Name*

Country*

None

Contract Number*

Please include any contact information for the sponsor.
e.g. Contact name, phone number, e-mail address.

Contact Information



Funding agencies, private grantors, and research sponsors often have limited rights in inventions.

Please identify any third parties (governmental agencies, industrial sponsors, foundations, private agencies, etc.) that contributed resources to your project.

List all sources, including matching funds. If the disclosure used no external funding, please check the box at the bottom

Add to List

Sponsor List

Add Sponsors By Entering Data Above

☐ This disclosure used no external funding



Check here if there was no outside funding

End of Page 3 of 4



Please complete each question to the best of your ability. There is no word limit.

TECHNICAL DESCRIPTION

Attach relevant files using the "Attach File" button at the bottom of this page. Please provide all relevant experimental results and data, prior and future publications or manuscripts, related presentations,

If it is a required section and would you like to attach an outside file, please include "See Attached File XXX" with the filename included in the related box.

A. DETAILED DESCRIPTION:

Please provide a full detailed description of the new technology that would teach someone with your level of experience and expertise how to use/recreate the technology. Identify the elements of the technology that are novel, non-obvious, or rare. Describe the current state of development of the invention (prototype, product developed, samples, etc.). Please describe or attach relevant documents that highlight essential elements, features, benefits, concepts, algorithms, or new results *

B. RESEARCH LANDSCAPE:

Describe currently available or emerging technologies that are similar or attempt to address the same problems, as well as their advantages and disadvantages. Which are the most similar to your technology? Outline why existing technologies do not meet the current industry needs and how your technology plans to solve the problem(s) in the market. *

C. FUTURE OF TECHNOLOGY DEVELOPMENT:

Please outline any further research plans that will continue the enhancement or stage of development of your technology, including expected funding or funding opportunities, laboratory resources dedicated to this project, additional refinements, enhancements or validation testing, data you plan to collect, or other relevant future plans. *

COMMERCIALIZATION

A. INDUSTRY RELEVANCE:

Please describe how this technology would be used to create a commercial product or service. What would the product be and who would use it? Provide a summary of the primary applications of this technology, and what fields of use or industries this would be applicable to.

B. IMPROVEMENTS OVER STATE OF THE ART:

Describe what problem your technology addresses and how your invention differs from currently available technologies. Please include how your technology specifically improves upon or disrupts currently available technologies, including existing commercial products/services. How is your technology novel, non-obvious, rare, and useful? If available, include data to support that the invention is feasible.

C. LICENSING/COMMERCIALIZATION:

Please list any potential companies who would be a good partner or licensee. Do any researchers have contacts within these companies? Please outline if you have spoken to potential licensees or industry partners for commercialization and if so, whom.

D. FUTURE OF COMMERCIALIZATION:

Indicate your planned future involvement with the technology and in what capacity. Would you want to be actively involved in the commercialization process including possible industry collaborations, participating in a new startup or consulting with a potential licensee? Do your future research plans or related projects include attempts to collect industry relevant data such as field testing, stability, toxicity, in vivo models (if applicable)? If key data were needed prior to licensing, would you be willing to modify current plans if funding was available to collect the information?



PUBLIC DISCLOSURE TIMELINE

Please indicate the date and details of your first public disclosure, list any public disclosures since first disclosure, and all planned future disclosures.

If you have not yet publicly disclosed but plan to, please indicate this in the future disclosures section.

Examples of Public Disclosures can include:

- a. **Written:** publications-hard copy or available online, preprints/manuscripts, theses/dissertations (once uploaded to SHAREOK.org or indexed and shelved in departmental hallways), handouts, book chapters, websites, press releases
- b. **Oral:** Non-confidential conversations, meetings, or emails (even if private)

A. FIRST PUBLIC DISCLOSURE OF INFORMATION (Oral or Written)

Date:

- MON - ▾ - DAY - ▾ 2

Details/Explanation:

A public disclosure **occurs** when your technology **is communicated without limitation or an obligation of secrecy. Communication to other personnel of the University of Oklahoma is generally not a public disclosure (except see below).** If any of the examples below apply, please indicate the date of the first public disclosure of this discovery, as well as where it occurred, to whom it was shared, and the details of what was shared. **If you are uncertain as to whether or not a situation applies, please include it for further evaluation.**

Written: Publications-hard copy or available online, preprints/manuscripts, abstracts (including awarded funding proposals)-hard copy or online, **complete** theses/dissertations (once uploaded to SHAREOK.org or indexed and shelved in Library, unless embargoed), **abstracts of theses/dissertations uploaded to SHAREOK.org even if embargoed**, proceedings, **symposia**, posters (including **those** in departmental hallways), handouts, book chapters, websites, press releases, or private correspondence/emails **not subject to a confidentiality agreement.**

Oral: Non-confidential **personal or electronic** conversations **or** meetings (even if private), oral presentations, **University** seminars **that are advertised as open to the public**, thesis/dissertation defenses (unless **officially** closed)

Sale, Transfer and/or Public Use: Sales, offers for sale, non-confidential material transfers, use or demonstrations in public, **non-controlled settings.**

B. ALL PUBLIC DISCLOSURES SINCE FIRST

Details/Explanation:

E.g.

- 03/21/2017 – IEEE conference on weather radar. Gave conference presentation to members of the IEEE.
- 05/01/2017 – Article published online at <http://journals.ametsoc.org/>. Please see attached PDF of article.



For each past or future planned disclosures, begin on a new line and include date, location, individuals/organization, and information shared. If any “materials” were shared, please attach a copy of what was shown.

C. ALL PLANNED FUTURE DISCLOSURES

Details/Explanation:

E.g.

- 03/21/2020 – IEEE conference on weather radar. Will give conference presentation to members (please see attached Powerpoint presentation)
- 05/01/2020 – Article will be published online at <http://journals.ametsoc.org/>. Please see attached PDF of article.

REGULATORY AFFAIRS

A. CONFLICT OF INTEREST (COI) [Faculty Handbook, Section 5.10]:

[http://https://apps.hr.ou.edu/facultyhandbook/#5.10](https://apps.hr.ou.edu/facultyhandbook/#5.10)

Do any of the Researchers have a Conflict of Interest?*

- ☐ Yes
☐ No

B. MATERIALS:

Were chemical and/or physical material(s) and/or substance(s) obtained from others (outside the University) used in the creation of this invention? *

- ☐ Yes
☐ No

C. EXPORT CONTROLS:

a. Does your invention have military, satellite or intelligence applications? *

- ☐ Yes
☐ No

b. Does your invention have encryption capabilities? *

- ☐ Yes
☐ No

c. Was your invention, in whole or in part, developed pursuant to research subject to a Technology Control Plan (TCP)?*

- ☐ Yes
☐ No

d. Does your invention include, in whole or in part, technology that was developed subject to any restriction on access had to be approved, or only U.S. citizens were authorized)? *

- ☐ Yes
☐ No

e. Was your invention developed, in whole or in part, under restrictions on the publication or dissemination of research results? *

- ☐ Yes
☐ No

Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File

1.



Choose File

No file chosen

2.



Attach File



A **Conflict of Interest** refers to situations in which financial or other personal considerations **may compromise an Employee's professional judgement** in carrying out his/her University responsibilities that include but are not limited to teaching, research, service, contract administration, and purchasing.

A conflict exists when (1) an actual conflict of interest exists, or (2) the potential exists for a conflict of interest to occur, or (3) there appears to be a conflict of interest.



The following document types are accepted:
JPG, PNG, DOC, DOCX, PDF, RTF

Relevant documents may include:

Supporting Documents: White papers, write-ups, and existing patents

Invention Documents: Data, spreadsheets, photos, and results

Prior or Future Publications: Powerpoint slides, journal articles, manuscripts, and thesis/dissertations



This is the final page of the disclosure. The submission is not complete until you click "submit". Please attach any final relevant documents in the section at the bottom of the page.

This is the end of the disclosure. You will have the opportunity to review your disclosure before you submit it. Upon submission, you will receive a email notification informing you that your disclosure is under review with OTC.