**GEORGIA GWINNETT COLLEGE (“GGC”)  
INTELLECTUAL PROPERTY DISCLOSURE FORM  
(CONFIDENTIAL)**

The purpose of this Intellectual Property Disclosure Form is to record intellectual property that was created and the circumstances under which it was created. It provides the basis for a determination: (1) whether the College will claim any ownership interest in the intellectual property, (2) of an appropriate division of any associated revenue, (3) whether to have a patent application drafted, and/or (4) whether to register a copyright. This is a legally important document, which should be prepared carefully.

An Intellectual Property Disclosure Form should be completed when something new and useful has been conceived or developed, or when unusual, unexpected, or non-obvious research results have been achieved. Where appropriate, the College endeavors to patent College intellectual property and license such intellectual property to industry for further development and commercialization. Royalties derived from any such license will be shared with the inventor(s) in accordance with the College’s Intellectual Property Policy. For general information about Intellectual Property created at GGC, please see the GGC Intellectual Property Policy.

An Intellectual Property Disclosure Form should also be completed when other forms of intellectual property are created by faculty, staff, or students, unless the works are specifically excluded Scholarly Works as defined in Section 6.3.4.2 of the GGC Intellectual Property Policy or materials used solely by the creator in the teaching of a course, where there is no financial interest. As with inventions, royalties from the commercialization of intellectual property, if any, will be shared with the creator(s) in accordance with the College’s Intellectual Property Policy. For general information about Intellectual Property created at GGC, please see the GGC Intellectual Property Policy.

Once the form is signed by the contributor(s), the form and supporting documents should then be submitted to the Chair of the Intellectual Property Committee for review by the Intellectual Property Committee. If, after an initial review, the committee requires more information, the contributor(s) will be asked to provide additional information. The Intellectual Property Committee will make an initial determination of the rights and equities in intellectual property and any appropriate royalty sharing recommendation associated with such intellectual property.

**[Please answer as many questions as are applicable. Add additional sheets if needed]**

1. **WORKING TITLE OF INVENTION OR CREATIVE WORK:**

2. **NAME, TITLE AND CONTACT INFORMATION OF CREATOR SUBMITTING FORM:**

3. **NAME, TITLE, AND CONTACT INFORMATION OF OTHER CONTRIBUTORS, IF ANY (INCLUDE ESTIMATED PERCENTAGE OF TIME/EFFORT FOR EACH CONTRIBUTOR:**

Note: Inventorship is a legal status that will be determined by counsel after patent claims are drafted, and can only be finally determined after patent claims are allowed. Please list all contributors, using additional pages if necessary, with the understanding that listing an individual on this form does not necessarily mean that the individual will be listed as an inventor on a patent application or be a legal inventor of a patent that may result. Deliberate omission of an inventor from a patent may invalidate the resulting patent. If the work is not an “invention,” please also use this section to list contributors to the creative work.

**ORIGIN AND NATURE OF EFFORTS:**

A. Explain whether the subject of this disclosure resulted from a sponsorship agreement or contract/grant. If it was, identify the grant and name the principal investigator.

B. Explain whether the subject of this disclosure resulted from an assignment from the college or from your school or operational area. For instance, explain whether the subject of this disclosure was created in the course of your employment (aside from a general obligation to produce scholarship).

C. Explain whether the subject of this disclosure resulted with the assistance of non-incidental college resources. For instance, explain whether the subject of this disclosure was created using (1) resources provided by college-funded and/or college foundation-funded grants or stipends; (2) college employees (other than faculty) within the employment period; (3) cost-added supplies and services; or (4) college facilities other than offices, labs, studios, or the library.

**5. TIMELINE (INCLUDE DATES AND COMMENTS WHERE APPLICABLE):**

A. Initial idea (conception):

B. First successful demonstration, if any (first reduction to practice):

**C.** First publication, if any, containing a full description of the invention or work (attach copy of publication):

D. First Oral Disclosure:

E. If unpublished and undisclosed, provide the anticipated publication or oral disclosure date (including web publication dates) and any submissions made for potential publication. Attach copies of submissions.

F. Name, title and contact information of individuals at the College who understand the intellectual property disclosed and who could further explain the invention (list up to 3). Also, state the nature of any relationships (such as co-participants in papers, proposals, grants, etc.) these individuals have with the contributors:

**6. PRIOR ART:**

Identify any prior art that you are aware of, including patents or patent applications, publications or products in this area, sales materials, etc. Prior art includes any publicly available knowledge or description of such processes, devices, or modes relevant to the invention disclosed, including a bibliography of your own publications.

**7. COMMERCIAL VALUE:**

A. Please describe any known commercial interest in this invention, or companies which may have commercial interest in this invention, listing specific companies, and/or give your estimate of commercial potential.

B. List any companies, with contact information, that have expressed interest in your invention.

C. In your mind, what steps (and how much funding) are necessary for commercialization?

D. Are there entities and/or dominating patents in this area, if so who and/or what are they?

**8. DETAILED DESCRIPTION OF INVENTION (INCLUDING ANY DRAFT MANUSCRIPTS):**

A. Briefly, what is the general purpose of the invention or the problem to be solved by the invention?

B. Describe the old product(s) or process(es) for solving the problem.

C. What are the disadvantages of the old products or processes, or how have they failed to solve the problem, and how does your invention overcome them? Are there any additional advantages to your invention?

D. What features of the invention are believed to be new with respect to the existing state of the art?

E. What is the preferred form, aspect, application, or mode to your invention envisioned by you now?

F. Please attach a more detailed explanation of your invention, including any figures or sketches useful to illustrate it. If you are working on or have submitted a draft paper describing the invention, please attach it.

**9. SOFTWARE / OTHER WORKS:**

A. Is the invention software or is software implemented in the invention? (If so, please ensure all software developers are listed as contributors.)

B. If the answer to (a) is yes, was any third-party content used in the software (open source, library code, etc.). If so, please list the source of the third-party content and any applicable licenses.

C. Is the invention or work a literary or dramatic work, musical work, choreographic work, pictorial, graphic, or sculptural work, audiovisual work, sound recording, or architectural work?

D. If the answer to (a) or (c) is yes, is the work derivative of another existing work? If so, please explain the original work’s source and the modification.

E. If the answer to (a) or (c) is yes, please provide a full listing of university resources, including advice of university employees, that were used in creation of this work.

**10. OUTSIDE ACTIVITIES / CONSULTING:**

Do any of the listed contributors have consulting or other relevant relationships with any entities other than GGC and/or the GGC Foundation (including personal companies)? Please explain and attach any consulting agreements or other contracts.

**11. CREATOR CERTIFICATION AND ASSIGNMENT:**

Unless, after review of this disclosure in accordance with the GGC Intellectual Property Policy, the College elects to release the described intellectual property to the creator(s), I (We) agree to assign all right, title and interest to this invention or work to GGC / Board of Regents (“BOR”), and agree to execute all documents as requested, assigning to GGC / BOR my (our) rights in any patent application filed on this invention, and to cooperate with GGC in the protection of this invention or work. GGC will share any royalty income derived from the invention or work with the actual legal inventor(s) (for patented inventions) or creator(s) (for copyrighted works) according to its standard policies. By signing below, I (we) agree that I (we) have not knowingly omitted the inclusion of other potential inventors or creators and that the information provided in this form is accurate and complete to the best of my (our) knowledge.

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Signature Date

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Witness Signature Date

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Witness Signature Date

Disclosures are not required for circumstances meeting the criteria delineated in Section 6.3.3.4 of the GGC Intellectual Property Committee or for works of authorship where there is no intent to commercially exploit the intellectual property (examples include, but are not limited to, articles for publication in scholarly or professional journals and instructional or research material for internal use), even though the ownership of the copyright may reside in the College as determined by Sections 6.3.3.1 and 6.3.3.2 of the GGC Intellectual Property Policy. In cases where disclosure is not required, the College shall assign the copyright to the author for publication purposes pursuant to Section 6.3.4.3 of the GGC Intellectual Property Policy.