**Intellectual Property Disclosure**

The IP Disclosure Process allows LU to partner with Lindenwood University employees as IP developers in identifying appropriate strategies for ownership, commercialization, and attribution. The IP Disclosure Form is the first step in evaluating potential IP for patentability, commercialization, and related institutional support. This form may be used to disclose new inventions, patentable or non-patentable materials, copyrighted works, trademarks, and related items. Information provided in this form helps the Intellectual Property Committee assess key considerations, timelines, and obligations for the commercialization of disclosed discoveries or materials. Submission of this form does not constitute a patent filing and is not representative of the federal patent or provisional patent application process.

Please submit this completed form to the Assistant Vice President, Office for Research and Compliance at: mleary@lindenwood.edu. All information provided in the IP Disclosure Form is treated as confidential and proprietary by all stakeholders in the evaluation process. As responses provided below may represent proprietary information, this form may not be shared with any other individuals except those listed as contributors in this form and individuals designated by LU to review this disclosure.

**Intellectual Property Disclosure Form**

1. **Intellectual Property Title**:
2. **Intellectual Property Summary** (provide a brief description of the IP and the development or discovery process):
3. **Intellectual Property Commercialization** (provide a brief description of potential commercial applications or uses of the IP):
4. **Intellectual Property Conception and Public Disclosure**
	1. Provide the Date of IP Conception (i.e., when IP was a definite and permanent idea):
	2. Describe any Reduction to Practice (i.e. a physical prototype or description of the IP as a model or operational concept in writing):
	3. If applicable, provide details about the first time any information about the IP was presented in a public environment (i.e. the first time a member of the general public, without the restriction of confidentiality, received information about the IP in a presentation, conference, or publication):
5. **Process of Intellectual Property Development**
	1. Describe any proprietary or material university resources used during research and development (e.g. computer software, chemical compounds, university equipment):
	2. Describe any process used to test and prototype IP:
	3. List any internal or external funding for activities leading to development of the IP:
	4. List all originators or contributors to the Intellectual Property as described in this disclosure:
6. **Patent and Prior Art Research**
	1. Describe any preliminary patent and/or literature search related to the IP (such as through [www.uspto.gov/patft](http://www.uspto.gov/patft) or [patents.google.com](http://patents.google.com)):
7. **Attachments (if applicable):**
	1. Research Protocol(s)
	2. Internal or External Funding Applications/Agreements
	3. Originator and Contributor Revenue Sharing Plan
	4. Completed Non-Disclosure Agreements (NDA)
	5. Completed Material Transfer Agreements (MTA)
	6. Commercialization and Marketing Plan