

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
**Policy Statement 07-05: Policy on Intellectual Property**  
**Disclosure of Discovery or Invention**

TO: Director, Office of University Research

FROM: \_\_\_\_\_

(address) \_\_\_\_\_

(telephone) \_\_\_\_\_

This is to inform you that I (we) have produced/ discovered/ invented: (describe, giving a formal title to the material or concept)

\_\_\_\_\_  
\_\_\_\_\_

If copyrightable, the materials were completed on \_\_\_\_\_

If patentable, the discovery or invention was first conceived on \_\_\_\_\_;

developed during the period \_\_\_\_\_ to \_\_\_\_\_;

and reduced to practice on \_\_\_\_\_.

Description:

Classify the work; if a discovery or invention, please indicate whether the concept is "a new process," "a composition of matter," "a device," "one or more products," "a new use or improvement to an existing product or process."

\_\_\_\_\_  
\_\_\_\_\_

Describe the basic characteristics: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(attach additional sheets as necessary)

Comment on possible uses for the materials, discovery or invention:

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Describe the resources and circumstances of their use in the production, discovery, or invention (including University and third party funds identified by grant, contract, or award).

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I understand that additional information may be required by the University to resolve questions of ownership, equity, and to provide for copyright or patent applications.

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signature(s)

date