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:


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).


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.

______________________________
signature(s)

______________________________
date