

DIRECTIONS FOR COMPLETING THE NEW TECHNOLOGY DISCLOSURE FORM

1. **Campus Submitting this Disclosure:** Indicate SUNY Campus Affiliation
2. **Title:** Names the technology. It should be brief, non-technical and descriptive without revealing details of the technology.
3. **Keywords:** Helpful in performing a patent search of the technology.
4. **Type:** Assists in distinguishing between patentable and copyrightable technologies. Check more than one box if applicable.
5. **Primary Contact:** Designates the technical spokesperson for the technology. Particularly helpful if there is more than one Developer.
6. **Date of Conception:** Necessary for establishing legal rights in the technology. "Conception" relates to the complete formulation of the new idea into an identifiable new technology.
7. **Sponsorship:** Identifies the organization(s) that provided the funding which led to the new technology. Required in order for the Foundation to comply with reporting and administrative obligations.
8. **Public Disclosure:** Important in determining if it is possible to obtain legal protection (e.g. by patenting) for the technology. In the U.S. it may not be possible to obtain a patent if an invention has been available to the public either as a publication or oral disclosure, for instance through presentation at a conference or professional meeting, including poster session. Planned future public disclosures should also be revealed at this time.
9. **Brief Technical Confidential Description:** Helpful in initiating evaluation of the technical features of the technology; for patenting and copyright purposes; also for evaluation by company for licensing purposes under Confidentiality Agreement. Describe how it works, not solely what the results are. Include any relevant material, such as recent reviews, publications or papers.
10. **Prototypes and/or Samples:** Helpful in determining reduction to practice and for evaluation of commercial utility by companies, under Confidentiality and/or Screening Agreements.
11. **Advantages of the Technology:** Important for comparing existing technologies.
12. **Possible Disadvantages of the Technology:** Important for assessing risk.
13. **Non-Confidential Description:** Important for marketing of the technology for evaluation by companies under Confidentiality Agreement.
14. **List Companies that you Believe Would be Interested in Commercializing the Technology:** Assists in locating prospective licensee(s) for the technology.
15. **Signed by Developers and Witnesses:** Required information for determination of inventorship and/or authorship of the new technology. Citizenship and social security number are required for patent filing.