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| **For Internal Use, Only**  Disclosure Number: \_\_\_\_\_\_\_\_\_\_\_  Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



**Research Tool Disclosure Form**

This form should be completed for any novel Research Tool developed at the University.

Research tools are defined as the full range of resources that scientists use in the laboratory, including, but not limited to, cell lines, antibodies, proteins, peptides, reagents, animal models, growth factors, clones and cloning tools.

Please prepare this form with care, it is an important legal document. If you have any questions, please contact the University’s Director for Innovation and Venture Development, Mark Fox, at (419) 372-8717.

* Please send a hard copy of this form, signed by all of the Contributors, to: Office of Research & Economic Engagement, 140 McFall, Bowling Green State University, Bowling Green Ohio, 43404.
* Please also e-mail the completed form to: [foxmw@bgsu.edu](mailto:foxmw@bgsu.edu)

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| 1. **Title of Research Tool** |
| Title: |

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| 1. **Contributors(s)** (Primary Contact Person should be listed first) |
| Identify all individuals who have made a material contribution to the conception of the complete and operative research tool as it will be applied in practice.     |  |  |  | | --- | --- | --- | | **Contributor #1** | Name: | Title: | | College: | Department: | % contribution to concept\* | | Work Email: | Campus Phone: | Citizenship: | | Personal Email: | Home Phone: | Home Address: |  |  |  |  | | --- | --- | --- | | **Contributor #2** | Name: | Title: | | College: | Department: | % contribution to concept\* | | Work Email: | Campus Phone: | Citizenship: | | Personal Email: | Home Phone: | Home Address: |  |  |  |  | | --- | --- | --- | | **Contributor #3** | Name: | Title: | | College: | Department: | % contribution to concept\* | | Work Email: | Campus Phone: | Citizenship: | | Personal Email: | Home Phone: | Home Address: |  |  |  |  | | --- | --- | --- | | **Contributor #4** | Name: | Title: | | College: | Department: | % contribution to concept\* | | Work Email: | Campus Phone: | Citizenship: | | Personal Email: | Home Phone: | Home Address: | |
| \*Subject to change. Contributor revenue will be shared per the terms of BGSU Policy on this basis, which may be changed upon mutual written consent. |

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| 1. **Detailed Description**   (Please include any drawings, sketches, verification data, or other information necessary to understand this research tool) |
| Indicate the specific type of research tool: |
| Brief explanation of the research tool including the nature or purpose of the tool: |
| List all essential steps in the method of creating the research tool and any important results or controls: |
| List of expected applications of the research tool and any advantages over existing research tools: |

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| **5. Reduction to Practice** (Provide information regarding the first successful construction or operation of the research tool) | |
| What was the earliest date of conception: | Location of conception: |
| List (or attach) any drawings, sketches, photos, reports, descriptions, notebook entries, etc. which show or describe the conception of the research tool: | |
| Have products, apparatus or compositions, etc. actually been made and tested? If “yes”, please elaborate and attach any documentation which shows or describes the reduction to practice of the research tool: | |
| If there was joint development, indicate what contributions were made by each Contributor. | |

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| **6. Outside Sources of Materials** (provide information regarding any material relevant to the research tool that was received from an entity outside of the University) | |
| Was any non-commercially available material obtained from others to create this research tool? | |
| Please identify the material: | Institution/company involved in the transfer: |
| Did a Material Transfer Agreement or other document accompany the transfer? (please attach any relevant documentation) | |

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| **10. Disclosure of the Research tool (if any)** (List all public & private presentations or disclosures & attach copies.) |
| **Past Disclosures**   |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |  |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |  |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |   **Planned Disclosures**   |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |  |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |  |  |  | | --- | --- | | Type of Disclosure: | Date of Disclosure: | | To Whom: | Place of Disclosure: |   **Additional Disclosures:** |
| Public disclosures, especially printed publications (including news reports, presentations, talks. abstracts, papers, theses, and dissertations) can limit the period for filing a U.S. patent application and possibly preclude foreign patents. |

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| **9. Sponsorship** (List all sources that supported the reduction to practice of the research tool and provide copies of any grant award documents) |
| **Federal Funds**   |  |  |  | | --- | --- | --- | | Principle Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |  |  |  |  | | --- | --- | --- | | Principle Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |   **Corporate or Private Foundation Sponsors**   |  |  |  | | --- | --- | --- | | Principle Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |  |  |  |  | | --- | --- | --- | | Principle Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |   **Collaboration with Other Institutions**   |  |  |  | | --- | --- | --- | | Principle Investigator: | Funding Agency: | Title: | | Grant Number: | SPAR ID Number: | Award Date: |   **Additional Funding Sources:** |

**In order for this research tool disclosure to be complete and processed by the Office of Research & Economic Engagement, it must be reviewed and signed by ALL Contributor(s) in the spaces provided below.**

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| **Signature of All Contributors:** |
| I certify that all of the information provided herein is complete and accurate to the best of my knowledge.  I have reviewed and understand the Patent and Copyright policies of Bowling Green State University, and as required, I assign my rights in this invention and all resulting patents to the University. I also agree to cooperate fully with the University in the protection and commercialization of this invention, and understand that any revenues derived from this invention will be distributed according to University policy   |  |  | | --- | --- | | Printed Name: | Title: | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |  |  | | --- | --- | | Printed Name: | Title: | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |  |  | | --- | --- | | Printed Name: | Title: | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |  |  | | --- | --- | | Printed Name: | Title: | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | |