

Invention Disclosure Form

Dana-Farber Cancer Institute

The purpose of this disclosure form is to provide a written record of an invention and facilitate the filing of a patent application when appropriate. It serves as a basis to allow the Belfer Office for Dana-Farber Innovations (BODFI) and the Office of General Counsel (OGC) to conduct a marketability and patentability evaluation of the invention. It is an important legal document and should be prepared carefully.

Submit this form to BODFI by (a) clicking the “email form” button at the end of the document, or (b) saving the document to your computer and sending it as an attachment to your case manager or to BODFI_Invention_Disclosures@dfci.harvard.edu.

BODFI will contact you to acknowledge receipt of the form and will arrange to collect signatures from all participants.

Instructions for completion:

1. Title: Please provide a brief title that is descriptive of the invention and its potential application(s).
2. Participants: Include the names of any individual who participated in the research that resulted in the disclosed invention, including any collaborators not affiliated with Dana-Farber. Please list the DFCI department or institutional affiliation of each named participant.

This list will assist in evaluating the issue of inventorship. Establishing inventorship is quite different from establishing authorship or co-authorship of a publication. Inventorship is a legal determination based on the nature of an individual’s contribution to the invention as claimed in the application. A determination of proper inventorship will be made by a patent attorney, based on US patent law. Listing inventors incorrectly can be grounds for invalidation of a patent.

3. Sources of Funding: Identify all organizations that sponsored or paid for at least a portion of the work that led to the invention, including grant numbers. Please include DFCI and philanthropic sources as well as federal or commercial sources.
4. Written Records: Please include notebook numbers and page numbers, when available. Also include the location of the laboratory where the notebooks are stored.
5. Disclosure History: Public disclosures include oral or written presentations at conferences, on web sites, or other forums where scientists from outside Dana-Farber may be in attendance; poster sessions; abstracts; and journal articles. Please include the dates of all disclosures that have occurred or that you know will be occurring. Accurate dates are important and may affect the likelihood of obtaining a patent.
6. List DFCI Materials: List materials associated with the invention distributed to individuals both inside and outside of Dana-Farber.
7. List Materials Obtained from Outside Sources: Include all materials from outside sources used in the invention, including those from academic collaborators, and industry materials obtained under an MTA.

8.
 - A. Description: Please describe what the invention is and what it does. You may attach or insert a grant application and/or attach other supporting materials, for example, drawings, tables and figures. If attaching an abstract from a manuscript, a publication or a presentation, or materials from a thesis or grant, please check the box in the Description Section.
 - B. Closest Scientific Peers: Identify scientific peers who are working in the same scientific field.
 - C. Describe the invention's advantages and improvements over existing methods, devices or materials.
9.
 - A. Commercial Applications: Describe what kind of product might result from the invention
 - B. Commercial Interest: Have any companies expressed interest in the invention to you? Are there any companies who work in this area that might be interested? Please list contact names if available.
10. All participants should read and sign this section.

* Please type or print * Use Additional paper if needed;	DANA FARBER CANCER INSTITUTE INVENTION DISCLOSURE FORM			DFCI NO.
				Date Received
1. TITLE OF INVENTION				
2. PARTICIPANTS - Please list all individuals who were associated with making the invention including all DFCI investigators, post-doctoral fellows, technicians and non-DFCI collaborators				
NAME	HOME ADDRESS	CITIZENSHIP	DEPARTMENT/INSTITUTION	DFCI Employee ID #
3. SOURCES OF FUNDING - Identify all sources of funding that supported the work that led to the invention				
GRANT # (if applicable)	GRANT SOURCE (Federal, Industry or Non-Profit foundation)		PRINCIPAL INVESTIGATOR	
4. WRITTEN RECORDS		DATE	Notebook and Page Numbers	LOCATION OF RECORDS
A. Invention development records (e.g. notes, drawings, reagent orders, notebooks, computer records, etc.)				

5. DISCLOSURE HISTORY	DATE	LOCATION OF DISCLOSURE	COMMENTS (USE SEPARATE SHEET IF NECESSARY)
B. First written document containing a description of the invention (published article or abstract), submitted manuscript, or manuscript in preparation.			
C. Other disclosures (e.g., seminars, posters, verbal disclosures outside DFCI or inside DFCI where public is invited)			
6. LIST DFCI MATERIALS ASSOCIATED WITH INVENTION AND DISTRIBUTED, (if applicable), TO INDIVIDUALS OUTSIDE OF DFCI			
Material Designation	Recipient	Institution	
7. LIST MATERIALS OBTAINED FROM OUTSIDE SOURCES AND USED IN THE INVENTION			
Material Designation	Provider	Institution or Company	

NOTE: CHECK HERE if this disclosure is “Know How” related

8. A. GENERAL DESCRIPTION OF INVENTION (identify, date and list attachments describing invention)

Check if supporting materials are attached.

B. IDENTIFY THE NAMES OF CLOSEST SCIENTIFIC PEERS IN THE FIELD OF THE INVENTION

C. OUTLINE WHY THIS INVENTION REPRESENTS A NEW APPROACH OR IS AN IMPROVEMENT OVER THE CURRENTLY AVAILABLE METHODS OR PROCESSES

9. A. DESCRIBE THE POSSIBLE COMMERCIAL APPLICATIONS OF THE INVENTION

B. BRIEFLY LIST COMPANIES THAT MAY BE INTERESTED IN INVENTION

I/We hereby assign all right, title, and interest to this invention and any subsequent patent applications to Dana-Farber Cancer Institute in accordance with the terms of my employment at the Institute and with its policies: *

10. INVENTION SUBMITTED BY		(LEAVE BLANK)
(PARTICIPANT'S SIGNATURE)	(DATE)	
(PARTICIPANT'S SIGNATURE)	(DATE)	
(PARTICIPANT'S SIGNATURE)	(DATE)	
(PARTICIPANT'S SIGNATURE)	(DATE)	

* Note: The Dana-Farber invention policy is described in the *Research Policy and Procedure Manual*.