Step-by-Step Instructions to Complete a Disclosure Form

Are you ready to disclose?

You will need to report the grant numbers for any innovation that was funded using federal grant dollars (e.g., NIH and NSF funding). Please have those numbers ready as the University is legally required to report, in a timely manner, any innovations that arise from federal funding.

If you have questions, please contact our office. A listing of tech managers associated with each field of study is available here:

When you are finished,

Save the document to your computer.

Press the 'Submit Form' button, which will open an email that will forward the disclosure form to the OTM. Please attach any supporting documents to the email before you click send. If the email client does not open, you may email the disclosure form and supporting documents to: <u>OTMsubmission@uic.edu</u>

Usually, you will receive an acknowledgement email within three business days informing you of the reference number (techID) and tech manager assigned to your innovation. Keep this number for your records. Should you need to contact the office, please provide this number so that any team member can quickly locate the associated file on your behalf.

We look forward to working with you.

			Write a short, descriptive title.
1.	Title of Discovery:		
			Write a short summary of the
2.	Please provide a brief layperson's description of the in- documentation (e.g. manuscript, abstract, grant propo		
	(If more space is needed, please provide the information on additional sl		
			that contribute to the explanation of the invention.
		3.	Please provide a brief description of the problem(s) solved by this invention:
	What problems does your innovation address?		
		4.	Please provide a brief description of the benefit(s) associated with this invention:
	Why is your innovation better than currently available solutions?	-	

5.	Please select the stage of development applies t	o the invention:	
	Theoretical concept only	Experimental proof of concept exists	•
	No further plans to conduct experiments	Working prototype exists	
	Experiments are planned, but do not yet exist	Animal studies have been conducted	
6.	Please provide the source of funds associated w Sponsoring Entity	ith this invention: Grant/Contract#	Primary
	Ex: UIC Chancellor's Innovation Fund	Ex: POC project name	
	Ex: National Cancer Institute	Ex: CA105631	
7.	If you have already published, submitted for pub please specify the nature of the disclosure(s) and		vention,
	Nature of Disclosure	Date	
	Nature of		

Date

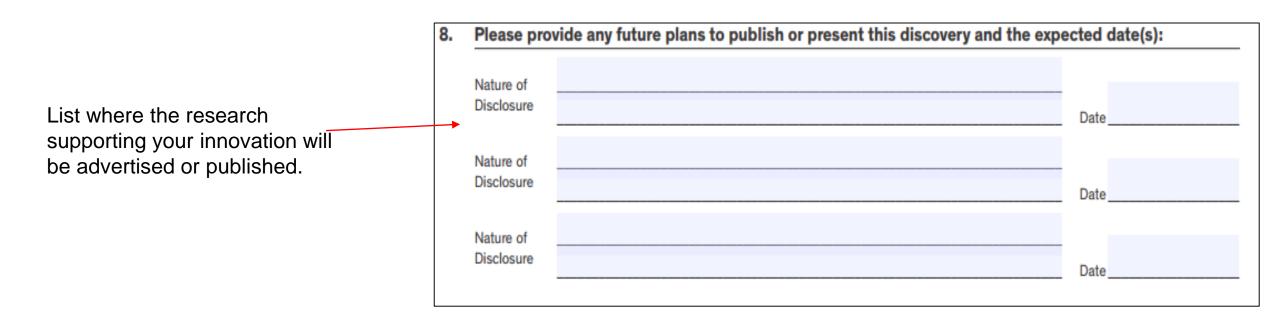
Date

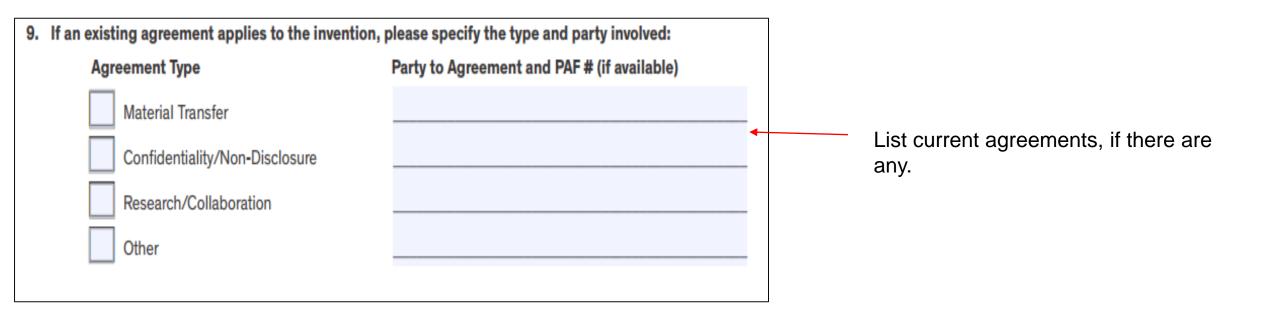
Disclosure

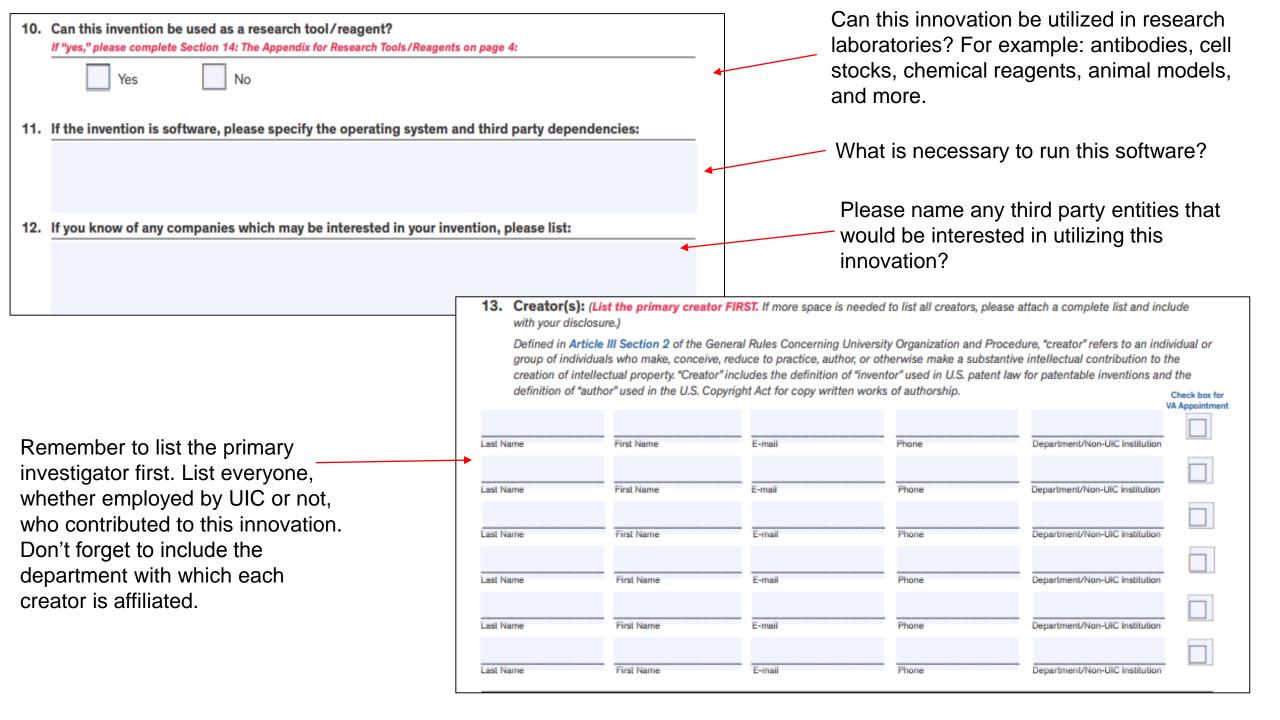
Nature of Disclosure If the invention is nontangible, choose the theoretical concept. If the invention is tangible, choose experimental proof of concept.

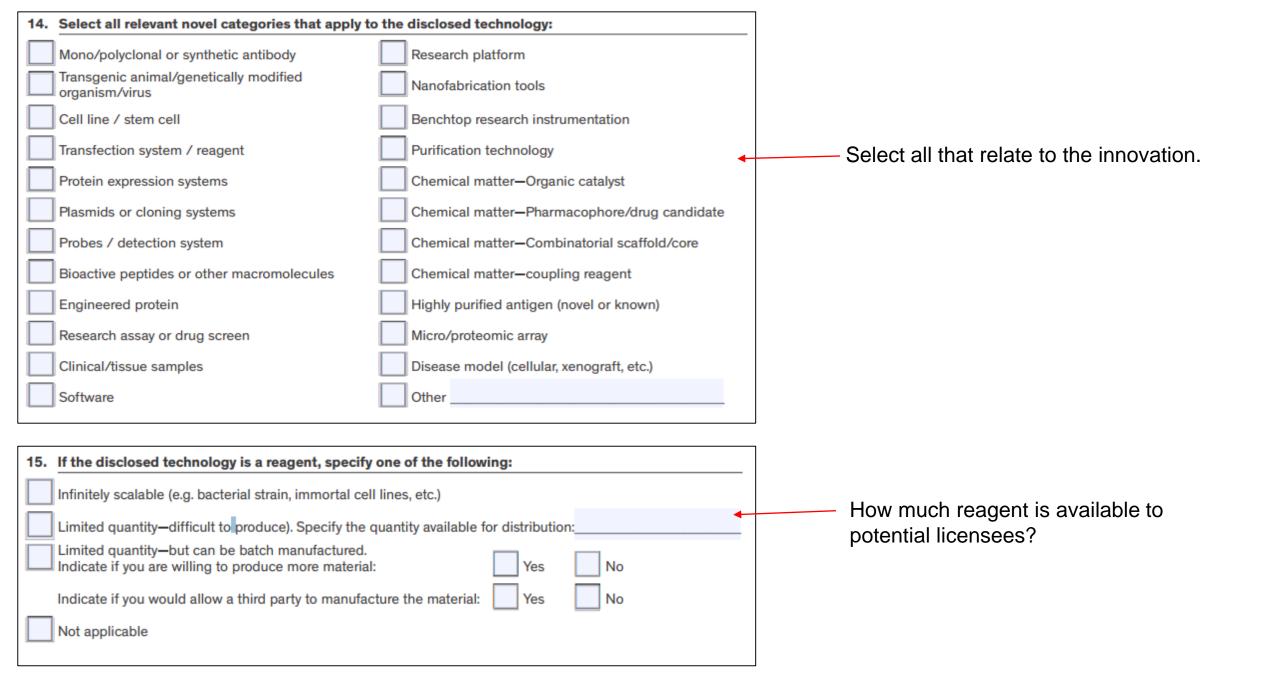
Include the contract # and organization that provided the funds to develop this innovation. Please note, the
University is required to report to the federal government any innovations that arise from government funding. We submit this report to iEdison for you.

List where and how you have advertised or published your invention. Include posters and presentations in this list.









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Submit Form	

Before submitting your disclosure, save the file to your computer.

Then, press 'Submit Form' at the bottom of the disclosure form to open an email that will forward the form to <u>OTMsubmission@uic.edu</u>

Don't forget to attach any supporting information to this email.