



# Invention Disclosure Form

## FOR OFFICE USE ONLY

Date Rec'd:

Case No:

All information requested in this Invention Disclosure Form (IDF) must be completed to expedite the disclosure process. Any missing or incomplete information may delay processing. Submitted IDFs are confidential until patent application is filed or the invention is publicly disclosed by the inventor(s). For guidance on how to complete this IDF, call the Intellectual Property-Technology Transfer Office at 575-646-2791 or visit [arrowheadcenter.nmsu.edu/ip](http://arrowheadcenter.nmsu.edu/ip)

### 1. Title of the Invention

(Please provide a brief descriptive title to identify this invention.)

### 2. Description of the Invention

(Please provide a detailed describing of the invention below and attach any additional information or background documentation [i.e., drawings, schematics, sketches, or other materials that help illustrate the description]. Include in the description: what the invention does and/or problems it solves; how the invention relates to new processes, machines, etc.; how the invention differs from existing technology; potential applications of this invention.)

### 3. History of the Invention

#### a. History

(Please provide information regarding the conception and reduction to practice of the invention. Conception is the inventor's formulation of a complete means of solving a problem in such a way that a person of ordinary skill in the art could practice the invention without unduly extensive research or experimentation. Reduction to practice means the first construction and successful operation of invention.)

Description	Date	Details/Comments
Conception of the Invention Has this date been documented? If yes, Where?		
First written Description If possible, attach a copy		
Completion of Prototype		
First Successful Operation Test		

**b. Use of 3rd Party Resources/Materials**

(Please identify any third parties that provided biological materials, data, equipment used in the development of the invention)

Organization Name	Type of Agreement	Date

**4. Background Research**

(Please list any prior art of which you are aware that relates to the invention. These can be references from a paper in progress, patents, or other materials related to the invention. Include all known on a separate sheet if needed.)

a.
b.
c.

**5. Novelty and Major Advantages of the Invention**

(Please discuss the novel or unusual features of the invention. Be sure to describe the technical or economic advantages your invention may have.)


**6. Keyword Listing**

(Please provide a list of keywords related to the invention to be used for patent searching and/or marketing of the invention.)


**7. Disclosure Record**

**a. Has the invention been disclosed publically?                                  Yes                                  No**

(This includes all disclosures of the invention: to individuals outside of NMSU; in an abstract, journal, conferences or news story.)

**b. Prior Public Disclosures**

(If publically disclosed, please identify all disclosures and provide copies of any written associated with those disclosures.)

Date	Disclosure Details (To Whom/Type of Disclosure)	Any Type of NDA?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**c. Upcoming Public Disclosures**

(Please identify any upcoming public disclosures of the invention and provide any written materials associated with the anticipated disclosures.)

Date	Disclosure Details (To Whom/Type of Disclosure)	Any Type of NDA?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**8. Commercialization Information**

**a. Possible Commercial Applications**

(Describe markets in which the product be used.)

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**b. Known Competitive Products**

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**c. Licensing the Invention**

(Please list any companies, entrepreneurs, or investors who might be or have expressed interest in commercializing/licensing the invention.)

<b>Company</b>	<b>Details/Comments</b>

**d. Possible Collaborators**

(Please list any existing or possible collaborators at the other educational/research institutions.)

<b>Institution</b>	<b>Details/Comments</b>

**9. Sponsorship**

(If the research that led to the invention was sponsored, please list all funding sources for equipment, materials and/or salaries of all personnel involved in conception and development of the invention.)

**a. External Sponsor(s)**

<b>Funding Type (e.g., Grant/JDA/IIA, Collaboration)</b>	<b>Name of Department, Company, Agency, etc.</b>	<b>NMSU Grant/Contract Number</b>

**b. Internal Sponsor(s)**

<b>Department Research Funds, etc.</b>	<b>Name of Department</b>

## 10. Inventors Listing

(Please list the names of anyone who has made a significant contribution to the invention [the will be the named inventor]. By signing this form the inventors acknowledge and agree that they are bound by NMSU's Intellectual Property Policy [<http://arrowheadcenter.nmsu.edu/11-05-ip-management/>]

Information	Inventor	Co-Inventor 1	Co-Inventor 2	Co-Inventor 3
Name				
Department				
Phone				
Email				
Contribution Type (e.g., Theory, Experimental Design, Lab Bench Work, or Other)				
Contribution % (All should total 100%)				
Employment Status (e.g., Faculty, Staff, Student, Visitor, Courtesy)				
Home Address				
Country of Citizenship				

Please sign and date in **BLUE INK**:

Inventor Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Inventor 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Inventor 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Inventor 3 Signature \_\_\_\_\_ Date \_\_\_\_\_

### Send Completed Form to:

Office of Intellectual Property and Technology Transfer Office  
Arrowhead Center  
New Mexico State University  
MSC 3IPO  
P.O. Box 30001  
Las Cruces, NM 88003  
Tel. (575)646-2791 Fax (575)646-6073

Or submit the form electronically:

Submit IDF

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