

Invention and Technology Disclosure Instructions

General Information

The purpose of disclosing an invention or other technology is to record what was invented or created and provide a basis for decisions on how to protect the technology, such as by patent or copyright. It is a legally important document that should be prepared carefully, and all sections of the Disclosure Form must be completed.

Information relating to funding for the invention must be completed, as prompt and proper disclosure of funding assists you and Cal Maritime in fulfilling reporting obligations under federal grants, corporate, foundation, and other sponsorships.

The Disclosure

Have you prepared a manuscript describing the technology for publication in a journal?

If so, the manuscript can be a large part of the disclosure and a provisional patent application, if you submit the manuscript along with:

- A fully completed Invention Disclosure Form, and
- A short description of the invention specifically identifying the invention in broader terms that might not be academically appropriate for use in the manuscript, e.g., the general purpose of the invention, the improvements over existing methods, devices or materials, the best mode of carrying out the invention, and a description of the details necessary to understand the invention.

Please be aware that if the manuscript has been submitted for publication, a provisional patent application should be filed prior to the publication date.

If you are not relying on a manuscript, use the following outline in preparing the disclosure:

- Background: briefly describe the work of others that has failed to solve the problem;
- Description: provide experimental or other details to show how to make and use the invention;
- Figures: include drawings or graphs that are necessary to understand the invention.

Submitting a Disclosure

Please submit a PDF version of the completed invention disclosure form, and an editable version of the disclosure document including editable tables, figures, legends to:

Sponsored Programs
California State University Maritime
Academy 200 Maritime Academy Drive
Vallejo, CA 94590

Phone: (707) 654-1796
Email: sponsored-programs@csum.edu

1. Title of Invention (provide a concise title):

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2. Inventors (list those thought to be inventors):

Inventor 1

First Name	Middle	Last Name
Status at time of Invention (e.g. faculty, student)	Cal Maritime Academic Department at time of Invention	
Current Status (e.g., Employee of Company X)		
Current Work Address		
Current Home Address		
Work Phone	Cell Phone	Home Phone
Email Address	Citizenship	

Inventor 2

First Name	Middle	Last Name
Status at time of Invention (e.g. faculty, student)	Cal Maritime Academic Department at time of Invention	
Current Status (e.g., Employee of Company X)		
Current Work Address		
Current Home Address		
Work Phone	Cell Phone	Home Phone
Email Address	Citizenship	

Inventor 3

First Name	Middle	Last Name
Status at time of Invention (e.g. faculty, student)	Cal Maritime Academic Department at time of Invention	
Current Status (e.g., Employee of Company X)		
Current Work Address		
Current Home Address		
Work Phone	Cell Phone	Home Phone
Email Address	Citizenship	

Inventor 4

First Name	Middle	Last Name
Status at time of Invention (e.g. faculty, student)	Cal Maritime Academic Department at time of Invention	
Current Status (e.g., Employee of Company X)		
Current Work Address		
Current Home Address		
Work Phone	Cell Phone	Home Phone
Email Address	Citizenship	

3. Identify (or list) any non-Cal Maritime resources (computational, facilities, equipment) used to develop this technology (e.g., Lawrence Berkeley National Laboratory)

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4. Federal Grant/Contract/Subcontract/Sponsored Research/Private Funding

Was the invention conceived or first actually reduced to practice in the performance of work funded, in whole or part, by any federal award(s) or subaward(s)? (If yes, include below) Yes No

List ALL funding sources (including federal) below.

Sponsor(s):	Grant/Contract Name:	Principal Investigator:	Fund Number:

5. 3rd – party Materials or Data

<i>Were any materials or data used in making the invention received from a third party?</i>	
Yes	No
<i>If yes, please identify provider and whether there was a material transfer agreement (MTA) or data sharing agreement.</i>	

6. Principal Investigator

<i>PI submitting the disclosure</i>

7. Publication(s) and Public Disclosures

	<i>Date</i>	<i>Details (e.g., journal citation, conference name)</i>
a. First publication describing the invention		
b. External disclosures (e.g. conferences)		

8. Background

a. Please describe any advantages your invention has compared to existing technology.	
b. Please list the scientific and/or patent literature you are aware of which is most closely related to your invention.	

9. Description of the invention

a. What is it?	
b. What can your invention be used for? Please include any possible commercial applications.	

10. Figures

Please attach any figures or additional documentation that are necessary to understand the invention. Please list the attachments below.

11. Inventor Signatures

<i>Inventor 1</i>	<i>Printed Name</i>	<i>Date Signed</i>
<i>Inventor 2</i>	<i>Printed Name</i>	<i>Date Signed</i>
<i>Inventor 3</i>	<i>Printed Name</i>	<i>Date Signed</i>
<i>Inventor 4</i>	<i>Printed Name</i>	<i>Date Signed</i>