Boise State University
Creation of Works Disclosure Form Instructions

1. The Creation of Works Disclosure Form is the first step in a process that could potentially lead to commercialization of your creation. It is designed to elicit information to aid in the reporting of creations to appropriate outside agencies and in the evaluation of whether to pursue copyright protection for the creation.

2. In completing the creation disclosure, please use layman’s language, but be aware the form is an important legal document. Care should be taken in its preparation. The information contained in the document is maintained in confidence by the Vice President for Research and Economic Development and normally will not be released to others except with attorney-client privilege, to research sponsors as required by contract, or under appropriate secrecy agreements, until a copyright application is filed, the information is published, a determination not to file a copyright application is made, or as may be required by law. The information contained herein should not be disclosed to others outside the University without the approval of the Vice President for Research and Economic Development.

3. Use the following guidelines while filling out the form:
   - Provide as much detailed information about the creation as possible, citing all relevant sponsorship and publication information. This enables the Vice President of Research and Economic Development and outside counsel to determine if copyright protection is appropriate for the creation as well as identify possible opportunities for commercialization.
   - When identifying creators, use the broadest spectrum possible. Outside counsel will work with you to determine legal creators.

4. A Word version template is provided for your convenience, do not edit the template.

5. Return the completed and fully-signed form (including witness signature) and requested documentation to: Katy Ritter (katyritter@boisestate.edu), Mail Stop 1135. Full mailing address is located on the Creation of Works Disclosure Form.

6. Contact Katy Ritter, katyritter@boisestate.edu, or 208.426.5765 with any questions.

Process Diagram: Inventors’ steps in blue, Office of Technology Transfer’s steps in orange.
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Please expand this form as necessary.

1. Creation Title

2. Description
Provide a short, general layperson’s overview of the creation and how it works.

3. Technical Description, Details and Supporting Data
Provide results, data or other evidence demonstrating how the creation works. Any papers or visual material that you may already have, published or unpublished, should be attached as an answer to this question.

4. Dates of conception and reduction to practice
Conception is the formulation in the mind of the creators of the ultimate working creation. Reduction to practice may be accomplished by the physical creation in a fixed tangible form.

4(a). Conception of Creation (date and details). Is this date documented in writing? If so, where?

4(b). First reduction to practice (date and details):

5. Is work on the subject of this disclosure continuing? Describe the stage of development (concept only, beta tested, App or software developed, prototype, etc.) and briefly indicate what further development may be necessary to commercialize it.

6. Why is the subject of this disclosure better or more advantageous than present creation? What are its novel or unusual features? What problems does it solve?

7. What are the immediate and/or future applications? Identify companies that you think could benefit from the use of this creation.

Revised 10/01/13
8. Have any of the creators disclosed this creation? Disclosures include, but are not limited to, an abstract, paper, talk, presentation at a conference or conversations at a conference, news story or thesis, or to an industrial representative?
Type of disclosure (please provide a copy):
Disclosure date:
Names or companies and their representatives:

9. Is publication or other disclosure planned in the next six months?
Type of disclosure:
Anticipated publication date:

10. Has there been any public use or offers for sale of products embodying the subject of this disclosure?
Describe and give dates:

11. Are you aware of related developments by others, such as other research institutions or companies? If yes, please give citations. Please provide copies of relevant abstracts or publications.

12. Does the creation or work of authorship contain, reveal, or make use of information that was received from an external source under a Confidential Disclosure Agreement? Please provide details:

13. Is any part of the creation based upon open source code?

14. Was the creation made with use of, or does it have a continuing dependence on, tangible material, including biological material, that was received from an external source under a Material Transfer Agreement? Please provide details:

15. Was the creation conceived in the performance of work under any sponsorship (sponsorship can be in the form of a sponsored research agreement, grant or contract from a government agency such as NIH, NCS, etc., corporation, or not-for-profit private foundation)? Obligations to such sponsors may exist. Please provide the following information for each sponsor:

<table>
<thead>
<tr>
<th>External Sponsor name</th>
<th>Contract/grant number</th>
<th>PI</th>
<th>Period of funding</th>
<th>OSP proposal # or Dept. ID</th>
</tr>
</thead>
</table>

Where did Grant(s) originate?

<table>
<thead>
<tr>
<th>Internal Sponsor name</th>
<th>Contract/grant number</th>
<th>PI</th>
<th>Period of funding</th>
<th>OSP proposal # or Dept. ID</th>
</tr>
</thead>
</table>

Revised 10/01/13
16. **If no contract or grant, was there significant use of BSU administered funds or facilities?** Creations developed by employees either in conjunction with or aside from their University employment with assistance from University funds, or assistance from University staff, equipment, or facilities shall be the property of the creator but licensed to the University. The minimum terms of such license shall grant the University the right to use the original work in its internally administered programs of teaching, research and public service on a perpetual, royalty-free, non-exclusive basis. The University shall be entitled to a share in any royalties from the work. **Disclosure of Boise State University resources is required. Failure to fully and accurately disclose the use of Boise State University resources may result in sanctions up to and including dismissal from employment.** Please refer to BSU Intellectual Property Policy/Guidelines for Determining Ownership and Equity at: [http://policy.boisestate.edu/wp-content/uploads/2011/05/1090_042508.pdf](http://policy.boisestate.edu/wp-content/uploads/2011/05/1090_042508.pdf)

_____ No, _____ Yes, If yes list details

17. **Contributors to the Creation**

List all those who helped contribute to the conception of the ultimate working creation. The people you include ultimately may or may not be legal creators. **The contributors to whom correspondence should be sent should be marked with an asterisk and complete contact information should be provided.** If any person holds a sole or joint appointment with any other university, company or governmental agency, please note that fact. Attach additional sheets as needed.

**Primary Contributor**

Last name:  
First Name:  
Department:  
Phone Number:  
Fax Number:  
Campus Mail Stop:  
Home Address:  
Home Phone Number:  
Other employment, if any:  
Approximately what percentage of the overall creation was created by you?  
(Percentage created by you and all co-inventors cannot exceed 100%)

**Co-Contributors:**

Last name:  
First Name:  
Department:  
Phone Number:  
Fax Number:  
Campus Mail Stop:  
Home Address:  
Home Phone Number:  
Other employment, if any:  
Approximately what percentage of the overall creation was created by you?  
(Percentage created by you and all co-inventors cannot exceed 100%)

Last name:  
First Name:  
Department:  
Phone Number:  
Fax Number:  
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Other employment, if any:
Approximately what percentage of the overall creation was created by you?
(Percentage created by you and all co-inventors cannot exceed 100%)

Each inventor must sign and date the disclosure. **Additionally, the disclosure must then be read and signed by a witness who understands it.**

Signatures

____________________________________________________  _________
Typed or printed name                               Signature

Date

____________________________________________________
Typed or printed name

Date

____________________________________________________
Typed or printed name

Date

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Typed or printed name

Date

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Typed or printed name

Date

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Typed or printed name

Date

____________________________________________________
Typed or printed name

Date

Revised 10/01/13
Date

Upon completion of this form please send original and all supporting documents to

Boise State University
Vice President for Research and Economic Development
Office of Technology Transfer
Attn: Katy Ritter
Mail Stop 1135
1910 University Drive
Boise, ID 83725-1135

Revised 10/01/13