## Sophia Guidebook

Welcome to our *Sophia Guidebook*. In the following pages, you will find screenshots and instructions on effectively navigating the *Sophia*, our office's database for managing intellectual property at CWRU. The guidebook comprises several sections: **Login, Homepage, Inventions, Agreements, and Online Disclosures.** 

Following is the link to log in: <u>https://case.wellspringsoftware.net/kms</u>

Sophia Knowledge Management	System	Welcome, Guest! Login
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Enter your Case user ID and password here.	Username Password Login Forgot Your Password?	
	<b>•</b> ••	

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## Sophia Login

## Homepage

On the Homepage, you will see a list of your inventions. These appear in the "Inventor Homepage" section just below. You will also see a list of agreements in which you are involved. These appear in the "Inventor Agreements" section below.



To see further details about an invention, click on the number next to it.



## Welcome, John Smith Click here to see more about

this invention	
Tentor Homepage	· · · · · · · · · · · · · · · · · · ·
Title	Disclosure Date Disclosure Status Inventors
2021- 0001	Jul 23, 2020 Active - Investment 🜟 John Smith 🥌 Ocasio Galucci
2020- Invention Five 0001	Dec 12, 2019 Closed ★ John Smith <sup>©</sup> Merci Gaines Inod Khajanian
2019- Invention Four 0001	Feb 1, 2019 Active - Investment ★ John Smith 😫
2018- Invention Three 0001	May 22, 2018 Active - 2nd Party John Smith Management Asa Baum Kip Vanderpool
2017- Invention Two 0001	Mar 31, 2017 Closed 🔶 John Smith S Astrid Ingridson
2016- Invention One 0001	Apr 14, 2016 Closed 🔶 John Smith S Dylan Eppinger

Tasks• New Disclosure• Customize Home Page

Inventor Agree	nventor Agreements 💉				
No.	Start Date	Туре	Status	Organization/Person	
A2021-00000	Jun 12, 2021	NDA	Active	Acme, Inc. Case Western Reserve University ★ John Smith 🛳 Ocasio Galucci	
A2019-00000	Mar 3, 2019	MTA-In	Active	Robotic Robotics, Inc. Case Western Reserve University ★ John Smith	
A2018-00000	May 14, 2018	NDA	Active	Biomed Biomedical, Inc. Case Western Reserve University John Smith ★ Asa Baum ≥ Kip Vanderpool	

### Inventions

Below are your invention details. They include information such as **Disclosure Status**, **Inventors (and distribution shares)**, **Sponsor Organizations (if any)**, **resulting Intellectual Property (with patent statuses)**, **resulting Agreements**, **and Translational Programs used (if any)**.





Home

# Invention 2021-0001

Details		u 🖪 🔳 🖍 💙
Track Code	2021-0001 💁	
Wellspring Track Code	2021-000 😒	
Title	Invention Six	
Short Title	Invention Six	
Disclosure Status	Active - Investment	
First Public Disclosure	None	
Decision Date	None	
Inactive Date	None These fields are not typically used.	
IDF Complete	None	
Primary Technology Class	None	
Biomedical Engineering Disclosure?	No	
Metro Disclosure?	No	
Veterans Affairs (VA) Disclosure?	No	
VA Identification Number	None	
University Hospitals (UH) Disclosure?	? No	
UH % CLIPS Disclosure?	None	
Private Abstract	None	
Public Abstract	Public abstract here.	
Description	None	
First Licensing Officer	Warren Barrister	
Second Licensing Officer	None	
Tags	Biomedical	
Starting Distribution Amount	\$0.00	
Account Number	None	
Created By	System Admin on Jul 23, 2020 11:14 AM	
Modified By	Warren Barrister on Feb 21, 2021 6:33 PM	
Inventors		$\bigcirc \equiv \bigcirc$
Lead Share Name	Organization/School/Department Title	
Lead Share Name <b>★</b> 50.0000 % John Smith <b></b>	Organization/School/Department Title Case Western Reserve University Professor	
Lead Share Name ★ 50.0000 % John Smith 50.0000 % Ocasio Galucci	Organization/School/Department         Title           Case Western Reserve University         Professor           Biomedical Engineering (Department)         Assistant Professor	
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Lead       Share       Name         ★       50,0000 % John Smith ▲         50,0000 % Ocasio Galucci         Attorneys         No Invention Attorneys         Sponsor Organizations         Grant or SFP No.       Accounting         RES000000       RES000000         iEdison Information         Submit to iEdison?       N         IEdison Invention Status       N         NHE ER Number       N         Primary Agency       N         Title Extension Request       N         Bar Date       N         Vaive Reason       N         Notes       N         Intellectual Property       Notes	Organization/School/Department       Title         Case Western Reserve University       Professor         Biomedical Engineering (Department)       Assistant Professor         Code       Award Date       Contact       Organization         0       None       Grant Earnest       Coulter-Case Translational Research Partnership (CCTR)         No       WS_INV_000       University       University       University         None       Mone       Type Application/Provisional Number       PCT Number       Application/Filing Date       Intellectual Provisional Number         None       DCT       DCT       DCT       DCT       DCT       None	E *
Lead       Share       Name         ★       50,0000 % John Smith ▲         50,0000 % Ocasio Galucci         Attorneys         No Invention Attorneys         Sponsor Organizations         Grant or SFP No.       Accounting         RES000000       RES000000         iEdison Information         Submit to iEdison?       N         IEdison Invention Status       C         NHI EIR Number       N         Primary Agency       N         Title Extension Request       N         Bar Date       N         Vaive Reason       N         Notes       N         Intellectual Property       No.         Country of Filing       Sta         2021-0000-02 Not Applicable (PCT Exp	Organization/School/Department       Title         Case Western Reserve University       Professor         Biomedical Engineering (Department)       Assistant Professor         1 Code       Award Date         Contact       Organization         10       None         0       None         WS_INV_000         Unknown         NNNNNN         None         PCT       Pct/Uso0/00000         None       Feb 26, 2021	E *
Lead       Share       Name         ★       50,0000 % John Smith ▲         ★       50,0000 % Ocasio Galucci         Attorneys       No Invention Attorneys         Sponsor Organizations       Grant or SFP No.         Accounting       RES000000         IEdison Information       Submit to iEdison?         Submit to iEdison?       N         IEdison Information       N         Submit to iEdison?       N         IEdison Invention Status       N         Patent Extension Request       N         Patent Extension Request       N         Bar Date       N         Waive Reason       N         Notes       N         Intellectual Property         No.       Country of Filing       State         2021-0000-03       Noted States       Issue	Organization/School/Department       Title         Case Western Reserve University       Professor         Biomedical Engineering (Department)       Assistant Professor         1 Code       Award Date       Organization         10 O       None       Grant Earnest       Coulter-Case Translational Research Partnership (CCTRR         No       WS_INV_000       Unknown       Unknown       Vision         None       Grant Earnest       Coulter-Case Translational Research Partnership (CCTRR         No       None       Fields are not typically used.       Vision         None       None       None       Kone         None       None       PCT       PCT/US00/0000       None       Feb 26, 2021       None         ued       PCT       12/000.000       None       Sep 15, 2021       US 0,000,000 B	E *
Lead       Share       Name         ★       50,0000 % John Smith ●         ★       50,0000 % Ocasio Galucci         Attorneys       No Invention Attorneys         Sponsor Organizations       Grant or SFP No.         Accounting       RES000000         IEdison Information       Submit to iEdison?         Submit to iEdison?       N         IEdison Information       NIH EIR Number         NIH EIR Number       N         Primary Agency       N         Title Extension Request       N         Bar Date       N         Vaive Reason       N         Notes       N         Intellectual Property       No.         Country of Filing       States         2021-0000-03 United States       Isstates         2021-0000-01 United States       Isstates	Organization/School/Department       Title         Case Western Reserve University       Professor         Biomedical Engineering (Department)       Assistant Professor         a Code       Award Date       Organization         0       None       Grant Earnest       Coulter-Case Translational Research Partnership (CCTRI         No       WS_INV_000       WS_INV_000       WS_NINV_000         Unknown       These fields are not typically used.       Value         None       None       Feb 26, 2021       None         None       PCT       12/000,000       None       Sep 15, 2021       Us 0,000,000 B         Vone       Provisional 60/000,000       None       Jul 23, 2020       None	E *



Agreements					
No.	Start Date	Туре	Status	Organization/Person	
A2021-00000 💌	Jun 12, 2021	NDA	Active	Acme, Inc. Case Western Reserve University John Smith 📄 Ocasio Galucci	
Translational Progra	ams Utilized				
Step Name			Completed?	Comment	
Taipei Medical Universi	ty				
CAHH					
CTSC					
CWRU TVSF					
Coulter		Therefold			
NCAI		These fields	s are not typically use	ed.	
TTO Dev Fund					
Activities					
No Related Activities					
Alerts					0
No Related Alerts					

To see further details about an agreement, click on the number next to it.



# Welcome, John Smith

Inve	ntor Homepage			1
No.	Title	Disclosure Date	Disclosure Status	Inventors
2021- 0001	Invention Six	Jul 23, 2020	Active - Investment	t ★ John Smith  ဲ Ocasio Galucci
2020- 0001	Invention Five	Dec 12, 2019	Closed	★ John Smith Merci Gaines Inod Khajanian
2019- 0001	Invention Four	Feb 1, 2019	Active - Investment	★ John Smith 🛛 🖴
2018- 0001	Invention Three	May 22, 2018	Active - 2nd Party Management	John Smith ★ Asa Baum 🔗 Kip Vanderpool
2017- 0001	Invention Two	Mar 31, 2017	Closed	★ John Smith 🔄 Astrid Ingridson
2016- 0001	Invention One	Apr 14, 2016	Closed	★ John Smith Dylan Eppinger

Home

Tasks ∘ New Disclosure

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this agreemen	t.			
li ventor Agree	ments			
No.	Start Date	Туре	Status	Organization/Person
A2021-00000	Jun 12, 2021	NDA	Active	Acme, Inc. Case Western Reserve University 🖈 John Smith ᅌ Ocasio Galucci
A2019-00000	Mar 3, 2019	MTA-In	Active	Robotic Robotics, Inc. Case Western Reserve University ★ John Smith
A2018-00000	May 14, 2018	NDA	Active	Biomed Biomedical, Inc. Case Western Reserve University John Smith Asa Baum S Kip Vanderpool

### Agreements

Below are your agreement details. They include information such as **Licensing Officer**, **Organizations**, **Persons** involved with the agreement, associated **Inventions**, associated **Intellectual Property**, and any related **Agreements**.



# Agreement A2021-00000

Details				🗢 🗋 🛋 💉
Wellspring Track Code	2021-0000			
Туре	NDA			
Agreement Subtype	CWRU template			
Frecution Date	Jun 16, 2021			
Start Date	Jun 12, 2021			
Effective Date	Jun 12, 2021			
Field of Use	None	Ν		
Final Copy Received Date	None			
Termination Date	None	These fields are not typically used.		
Expiration Date	None			
Description	NOTE			
Agreement Title	Confidentiality /	Agreement (2-way)		
External Contract Number	None			
Account Number	None			
Date Sent Out	None	These fields are not typically used.		
Date Organization Signed	None			
Tags	None			
First Licensing Officer	Warren A. Ba	rrister		
Second Licensing Officer	None			
Starting Net Revenue	\$ 0.00 (last mod	dified: never)		
Distribution Policy	None	These fields are not typically used.		
Created By	Warren A. Bai	rrister		
Modified By	Warren A. Ba	rrister		
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Organizations				≡ .∕
Organization	and the	Contact	Relationship Type	
Acme Inc	ersity	John Smith 🔛	External	
Persons / Principal Inv	estigators			≣ .#
Lead Person		Organization/School/Department	Relationship	Туре
\star John Sm	ith 엩	Biomedical Engineering (Department)	Internal	
Inventions	Tiala	Dia Januar Data	Diselectore Status	≣ .∕*
Snare No.	Invention Six	Disclosure Date	Active - Investment	
100.0000 % 2021-0001	Invention six	July 23, 2020	Active - Investment	Ccasio Galucci
Intellectual Properties				≡ .∕*
No Intellectual Properties				
Parent Agreement	N			j.

No Parent Agreements

Related Agreements No Related Agreements

Note: If your invention documents cover the information requested below, then you do not need to fill in the fields. You will be able to attach your documents at the bottom of this page.

# **Online Disclosure Form**

This form is for Invention Disclosures. Fields with an asterisk (\*) are required. Inventors have the option of using the "Description" field, or "Attach File" button to upload documents that describe the invention.

New Disclosure: Det	ails	<b>⊠</b> Details	Researchers Funding	Questions Confirm
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			Your progress is inc	licated here.
* indicates a required field		_		
Diselectory Typest	Enter title here.			
Disclosure Types"	Online Disclosure V			
Description				
	Describe the invention, its function, workings, and any other relevant details.			
If there has been a public disclosure, or if one is anticipate enter the date here.				
First Public Disclosure (past or future anticipated)	-MON- •] -DAY- •]			
Circumstances of Disclosure	Public disclosure includes: - Publication in peer-reviewed journals - Paper/poster presentations - Thesis/dissertation defenses - Other forms of public disclosure of the invention			
Suggested Keywords	Optional: Keywords that capture the subject matter of the invention.			
Attached Documents No files uploaded	Documents describing the invention can be attached here.			
Please Attach Any Documents	Relevant To The Disclosure			
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# Edit Disclosure D2022-0000: Researchers

	Addi If the leave	tional inventors are add re are no additional inv this blank.	ed here. entors,	<b>⊠</b> Details	Researchers	Funding	Questions	Confirm
Researche	er Information	<b>•</b>						
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Please provid E-Mail Addre	e a valid e-mail address. ess*							
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Lead	% Contribution	Name	Organization		E-I	Mail		
٢	100.00	John Smith	Case Western Reserve University		jol	nn.smith00	00@case.edu	· *
Yo	u can adjust contributions you add inventors.		Click this button	n to adva	nce to the ne	kt page.	Ne	xt Step

# Edit Disclosure D2022-0000: Funding

			☑ Details	₹ Researchers	₹ Funding	Questions	Confirm
If the research was deve please list below.	loped with any grant (federal agencies, foun	dations, etc.), industry re	esearch co	ontract funds	s, or other s	sponsor's fur	nds,
Sponsor Information							
* indicates a required field, if no ext	ternal funding was used, check the box below.						
Sponsor Name*							
Country*	None	~					
Contract Number*							
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Check this box if no external fu	unding was used.	Clic afte	k this but er entry o	ton to add S f informatior	ponsors n above.		ld to List
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This disclosure used no extern	nal funding	Click this butto	on to adva	nce to the n	ext page.		ext Step

# Edit Disclosure D2022-0000: Questions



Please attach any related electronic documents at the bottom of the page.

#### Survey Questions

\* indicates a required field

Case Western Reserve University INVENTION DISCLOSURE

Were any internal funds received from, or facilities used at any of the following?

Metro

UHCMC

I assert that none of the above are applicable.

#### Was there significant use of CWRU administered funds or facilities?

OYes ONo

For each inventor, please indicate Country of Citizenship in the field below:

#### DATES OF CONCEPTION AND PUBLIC DISCLOSURE (accurate data is essential, as prior disclosure may affect the possibility of obtaining patent rights)

#### Date of conception of invention.

Has this date been documented?

0	Yes
0	No

Date:



References/Comments

- MON - 👻 - DAY - 👻

Please include names of periodicals/journals.

First public disclosure (past or anticipated) containing sufficient description to enable a person skilled in this field to understand and to make or use the invention. (include on the the definition of "public disclosure" is any oral presentation with handouts, seminars, conferences, papers, abstracts, web postings, etc.)

2



Note: If you have already attached a technical description, then you do not need to attach anything below.

EITHER:

1.) Provide a detailed description of technology in box below

OR

2.) Attach a description at the bottom of the page (e.g., journal article, copy of poster, lab notes, etc.)

The description of the Invention that must be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention.

References/Comments Please include names of periodicals/journals.

Please list below or attach at the bottom of the page a list of any commercial entities that may be interested in this invention. (Provide as much detail as is possible).

Please list below or attach at the bottom of the page a listing of the name, department and contact information of up to three peers who would be willing to perform a confidential review of the invention. (optional).

I hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true.\*

Required fiel	d.	
Attached Documents No files uploaded	Documents describing the invention can be attached here.	
Please Attach Any Docum	nents Relevant To s Disclosure	
File	Browse No file selected.	Click this button to attach files, if desired. Attach File



For each inventor, please indicate Country of Citizenship in the field below:

United States

#### Date of conception of invention.

Has this date been documented?

none

### Date:

None

#### References/Comments

Please include names of periodicals/journals.

none

First public disclosure (past or anticipated) containing sufficient description to enable a person skilled in this field to understand and to make or use the invention. (include on the the definition of "public disclosure" is any oral presentation with handouts, seminars, conferences, papers, abstracts, web postings, etc.)

Date:

None

#### EITHER:

1.) Provide a detailed description of technology in box below

OR

2.) Attach a description at the bottom of the page (e.g., journal article, copy of poster, lab notes, etc.)

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none

#### References/Comments

Please include names of periodicals/journals.

none

Please list below or attach at the bottom of the page a list of any commercial entities that may be interested in this invention. (Provide as much detail as is possible).

none

Please list below or attach at the bottom of the page a listing of the name, department and contact information of up to three peers who would be willing to perform a confidential review of the invention. (optional).

none

I hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true.

Yes

#### **Related Files**

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No.	Title			Disclosure Date	Disclosure Status	Inventors	
2021- 0001	Invention Six			Jul 23, 2020	Active - Investmen	t ★ John Smith Ocasio Galuce	ci
2020- 0001	Invention Five			Dec 12, 2019	Closed	★ John Smith Merci Gaines Inod Khajani	an
2019- 0001	Invention Four			Feb 1, 2019	Active - Investment	t ★ John Smith	
2018- 0001	Invention Thre	e		May 22, 2018	Active - 2nd Party Management	John Smith ★ Asa Baum Kip Vanderpo	ol
2017- 0001	Invention Two			Mar 31, 2017	Closed	★ John Smith Astrid Ingrids	on
2016- 0001	Invention One			Apr 14, 2016	Closed	★ John Smith Dylan Epping	er
Inve	ntor Agreeme	nts					
No.		Start Date	Туре	Status	Organization/Person		
A202	1-00000	Jun 12, 2021	NDA	Active	Acme, Inc. Case Western I Tohn Smith Ocasio Galu	Reserve Univer 💁 Joci	rsit
A2019	9-00000	Mar 3, 2019	MTA-In	Active	Robotic Roboti Case Western R ★ John Smith	cs, Inc. Reserve Univer	sity
A2018	3-00000	May 14, 2018	NDA	Active	Biomed Biomed Case Western R John Smith ★ Asa Baum ≦ Kip Vanderpool	dical, Inc. Reserve Univer	sit

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For your reference, following is an example of the paper form that is still available on our website.

When completed submit via: Technology Transfer Office Sears Building – 6 <sup>th</sup> Floor (216) 368-0323 • Fax (216) 368-0196	Case Wester	n Reserve Univer ON DISCLOSURE	Case No. (this space for	r TTO use only)	
1. TITLE OF INVENTION	se see the instructions on page 2	for additional information on h	ow to complete this form.		
2. PLEASE ATTACH A DESCRIPTION OF	TECHNOLOGY.				
3. INVENTOR(5) % OF C	6 OF CONTRIBUTION SCHOOL, DEPARTMENT, POSITION (PRIMARY APPOINTMENT) OTHER INSTITUTIONAL AFFILIATION VA Metro UHCMC VA Metro UHCMC VA Metro UHCMC				
Was this invention developed with the use CONTRACT NO(5).	e of any research grant/contract fi SPON5OR(S)	unds? YE5 NC	PRINCIPAL INVE	ESTIGATOR	
Were fu	nds received from, or facilities use	ed at any of the following: 🔲	VA 🔲 Metro 🔲 UHCMC ?		
Please note that accurate an	d complete sponsors rese	hip information is ne arch contracts.	ecessary to fulfill CWRU obligati	ions under	
5. If no contract or grant, was there significa	nt use of CWRU administered fur	ds or facilities?	YES NO		
<ol> <li>DATES OF CONCEPTION AND PUBLIC DISCLOSURE (accurate data is essential, as prior disclosure may affect the possibility of obtaining patent rights)</li> </ol>		DATE	REFERENCES / COMMENTS Please include names of periodicals/journals. (use a separate sheet if necessary)		
A. Late of conception of invention. Has documented? If so, where?	uns date been				
B. First public disclosure (past or anticip sufficient description to enable a pers field to understand and to make or us (Included in the definition of "public di oral presentation with handouts, sem pages abstracts web postions etc.)	ated) containing on skilled in this se the invention. sclosure <sup>®</sup> is any inars, conferences,	-	-		
<ol> <li>Please attach list of any commercial entiti</li> </ol>	es that may be interested in this i	nvention. (Provide as much de	etail as is possible.)		
<ol> <li>Prease attach the name, department and</li> <li>I hereby declare that all statements made</li> </ol>	contact information of up to three herein of my own knowledge are	peers who would be willing to true and that all statements m	perform a confidential review of the invention. ( ade on information and belief are believed to be	opoonal) e true.	
Per the Intellectual Property Policy, I (we) requested, assigning to CWRU our rights protection of this invention. CWRU will sh Inventor Name:	) hereby agree to assign all ri in any patent application file are any rovalty income derived	ght, title and interest to this d on this invention, and to ( from the invention with the inventor Name:	a invention to CWRU and agree to execute cooperate with the CWRU Technology Tran inventor(a) according to the Intellectual Prop	all documents a nafer Office in th erty Policy.	
Inventor's Signature	Date	Inventor's Signature	1	Date	
	1				
Home Address		Phone Home Address		Phone	
Email Address:	Country of Citize	nship Email Address:	Court	try of Citizenship	
Inventor Name:		Inventor Name:			
Inventor's Signature	Date	Inventor's Signature	I	Date	
Home Address	1	Phone Home Address		Phone	
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Please note that country of citizenship is requi than four inventors, please attach an additional	red; absence of this information n al form.	nay hinder filing of any patent a	applications that may result from this technology	. If there are more	
10. Technology disclosed to and understood to	y:				
10. Technology disclosed to and understood to Signature of Non-Inventor Witness	Ŋ:		Date		

#### Instructions

- 1. Please provide a brief title for the invention.
- Please attach a description of the technology. At a minimum, this should be a one to two page summary
  description of the invention and why it is unique or represents an improvement over existing technologies.
  Preferably, the description will include one or more of the following: submissions for publication or
  published material; lab notes; presentations; diagrams/drawings; results and graphs.

The description allows our office to conduct a review of patentability and commercial viability. The more complete the description is, the more thoroughly we can conduct such a search. Please feel free to include as much information as you like – it will help our office evaluate and understand your innovation.

- 3. Please list all individuals who contributed to the concept and/or reduction to practice of the invention. The % contribution should be decided by and between the inventors and should total 100%. Please be sure to include information as to primary appointment and any other institutional affiliations for each inventor.
- 4. If the invention was conceived or reduced to practice with the use of federal or contract funds, please check the appropriate box and list the grant/contract number(s) in this space. Please also note if VA, MetroHealth, or UHCMC funds or facilities were used. This information is required for University compliance with Federal law and/or contract obligations.
- This refers to the use of University time and/or lab space in the development of the invention. Please check the appropriate box.
- 6. Please list all dates concerning conception and disclosure or anticipated disclosure of the invention.
- Please attach a list of commercial entities that you think would be interested in licensing this technology to the disclosure. It is ok if you do not have such a list.
- Optional Peer Review if you would like a peer review of your work, please attach a list of colleagues who
  would be willing to perform such a review. Comments from your colleagues will be used to assist the office
  in its evaluation of your invention.
- 9. Signature in order to process the invention disclosure, the signature of all named CWRU inventors and their complete information (address, and citizenship) must be provided. If an inventor is off campus or no longer with the university, a fax signature is acceptable. If an inventor is or was at an institution other than CWRU during their contribution to the invention, a signature is not required, but please include contact and citizenship information.
- 10. Witness Signature this box is to help provide backing to establish a date of conception. It can be signed by a member of your lab or a colleague to whom you have explained the invention in detail, provided that this individual is not also an inventor named on this disclosure.

Rev. October 2009