
SUBJECT: Intellectual Property

- 1 1. It is the responsibility of each member of the faculty, staff, and student body to be familiar
2 with the LSU policies that pertain to intellectual property. These policies are set forth in the
3 most current edition of the Bylaws and Regulations and the Permanent Memoranda of the
4 Board of Supervisors of LSU. The following documents are especially relevant:
5 a) Part 2, Chapter VII of The [Bylaws and Regulations](#) (June 19, 2015): Intellectual Property
6 b) [PM 15](#) dated March 25, 2002: Copyright Guidelines Regarding Electronic Learning
7

8 Also, the following documents contain information indirectly related to intellectual property:

- 9 a) [PM 11](#) dated May 12, 1993: Outside Employment of University Employees
10 b) [PM 67](#) dated October 6, 1997: Contracts Between the University and Its Faculty
11 Members
12

- 13 2. In general, it is the responsibility of each LSU Eunice employee and student to disclose any
14 creation that has potential commercial value. This requirement can be satisfied by
15 completing a Technology Disclosure Form, which is then submitted to the appropriate
16 supervisor. Submission of the completed Technology Disclosure Form will satisfy item A of
17 the LSU Eunice Employee Invention and Proprietary Information Agreement. Completed
18 forms will be retained in the Office of Business Affairs.

**LSU Eunice
Technology Disclosure Form**

1. Title of Invention: _____

2a. Inventor's Name* Dr./Mr./Ms./ _____
Last First Middle

Position/Title: _____ Social Security: _____

Current LSU Eunice Address: _____
Department Office

Tel.: _____ Fax: _____ E-mail: _____

Residence Address: _____
Street Apt. No.

City State Zip Code

2b. Inventor's Name* Dr./Mr./Ms./ _____
Last First Middle

Position/Title: _____ Social Security #: _____

Current LSU Eunice Address: _____
Department Office

Tel.: _____ Fax: _____ E-mail: _____

Residence Address: _____
Street Apt. No.

City State Zip Code

(IF MORE THAN TWO INVENTORS, PLEASE ADD ADDITIONAL SHEETS)

3. Please give details of the sponsorship that led to the invention. If possible, attach a copy of the contract/ agreement.

Federal (including pass through funds): _____ Contract No.: _____

State: _____ Contract No.: _____

Industrial Company: _____ Contract No.: _____

LSU Eunice _____ Contract No.: _____

Other Sponsors: _____ Contract No.: _____

* Tentative listing of inventor(s) subject to verification by patent counsel in accordance with Federal law.

4a. Brief description of the invention and its advantages:

4b. Possible areas of commercial application of the invention:

5. Brief description of presently used technology and its disadvantages:

LSU Eunice PS No. 59

Effective: December 5, 2003

Revision: December 3, 2012, May 30, 2013, March 12, 2014, September 18, 2015

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6. Is any material used in this invention covered by a material transfer agreement? YES NO
(If YES, attach a copy.)

7. Have you made a patent search or a literature search? YES NO
(If YES, attach copies of the closest references you found.)

8. Is any information related to this disclosure classified? YES NO (If YES, attach details.)

9. Has the invention been reduced to practice? YES NO (e.g., apparatus assembled and tested or modeled)

Are laboratory records and data available? YES NO

10. Have you made any public disclosure of the invention? YES NO

If YES, please list details and EXACT dates. (Public disclosure includes published article or abstract in a journal or proceedings; a presentation or poster at a conference; preprints distributed outside LSU Eunice; a thesis or dissertation cataloged and shelved in a public library; prototype exhibit; posting on Internet; etc.)

a. _____ Month _____ Day _____ Year _____

b. _____ Month _____ Day _____ Year _____

c. _____ Month _____ Day _____ Year _____

If NO, do you plan publication?

_____ Month _____ Day _____ Year _____

11. (FOR COPYRIGHT ONLY) Have you included copyright notices on all printed information/documentation and displayed copyright notices on the title screen of your software?
 YES NO

12. Do you personally wish to take a License under this invention from LSU Eunice? YES NO

13. If you know of any firms who might be interested in licensing this technology, attach a list with the following information:

Company name: _____

Address: _____

Contact person: _____ Telephone: _____

Signature(s) of Inventor(s)

_____ Date: _____

_____ Date: _____

Witness: (Note: A co-inventor should not be a witness.)

_____ Date: _____

Signature of Witness