SOFTWARE DISCLOSURE

UT SOUTHWESTERN
INTELLECTUAL PROPERTY QUESTIONNAIRE
INSTRUCTIONS FOR COMPLETION

ATTENTION: THIS FORM CANNOT BE PROCESSED IF EVERY QUESTION IS NOT ANSWERED. INCOMPLETE DISCLOSURES WILL BE RETURNED TO THE DESIGNATED CONTRIBUTOR FOR COMPLETION AND RESUBMISSION!!

The completion of the attached Intellectual Property Questionnaire is the first step in the disclosure of new software developed at UT Southwestern. First, this questionnaire is used as a source of basic information to help the Office for Technology Development evaluate your software. Secondly, this questionnaire serves as documentation and evidence of the creation of your software. Lastly, this questionnaire serves as a first disclosure to the patent attorney or patent agents assigned to your software and serves as an information base for patentability search and opinions.

The Intellectual Property Questionnaire is divided into four major sections. It is important that the inventors of the intellectual property fill out the questionnaire as completely as possible. The importance of each section is discussed below:

1. **Description of the Software** - It is important that we receive an adequate description of the software, its special characteristics and its uses in order to evaluate and initiate marketing and licensibility studies. Use this section to highlight the differences between this software and the "state of the art" in the area.

2. **Contributor Information (please designate a corresponding-contributor who will be the main contact for this disclosure)**. It is necessary for each contributor named on this form to participate in the completion of this form. The information is used to identify your current status and the status of your co-contributors (which is especially important when co-contributors are not UT employees). Your home address information is used in various legal documents that may be filed in the U.S. Patent and Trademark Office. In addition, when authorized, this information is used to direct disbursements of licensing income to your home.

3. **Publications and/or Oral Disclosures** - Publications and oral disclosure have a bearing on the potential patentability/copyrightability of your software. It is important that this section be filled out completely. Add additional pages if necessary.

4. **Financial Resources Used/Prior Obligations** - Funding agencies, private grantors and sponsors oftentimes have rights in software/inventions. It is imperative that this section be filled out as completely as possible.

If you have any questions, please contact Ray Wheatley, Kathy Schutt or Kristi Lynn (214-648-1888) in the Office for Technology Development. We appreciate your efforts!

PLEASE TYPE OR PRINT CLEARLY
RETURN TO DIRECTOR: TECHNOLOGY DEVELOPMENT AT MC 9094
THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER
INTELLECTUAL PROPERTY QUESTIONNAIRE FOR SOFTWARE

DESCRIPTION OF THE SOFTWARE

Descriptive Title of Software:
______________________________________________________________________________
______________________________________________________________________________

Who are the individuals that contributed to the conception/development of the software (attach Contributor Information Page for each):
Corresponding Contributor: ______________________________________________________
Other Contributors: _____________________________________________________________
______________________________________________________________________________

INTELLECTUAL PROPERTY DESCRIPTION
(Attach separate pages, if necessary)

Date software was conceived? ____________________________

Date software was reduced to practice? ____________________________

Has the software been tested? Yes No

If yes, state the date, where it was tested, describe the results and include all data:
_________________________________________________
_________________________________________________
_________________________________________________

Has the software been used? Yes No

If yes, state the date, where it was used, details of use and include all data:
_________________________________________________
_________________________________________________
_________________________________________________

Briefly summarize the software, its use, purpose and current level of development:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Describe the closest known software program(s) or method(s) which perform functions similar to the disclosed software and indicate novel differences?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

What advantages does the disclosed software offer over existing software/technologies? Identify any new features which yield critical or unexpected capabilities. What, if any, disadvantages or limitations exist and explain how they might be overcome.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

What problem(s) does the software solve?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Please describe the technical specifications for the software: hardware requirements, third-party programs required, development/programming language, etc.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Is this software to be used in conjunction with other educational material (i.e., text books)?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Briefly describe the level of support provided with this software. Does it come with a manual or list of instructions? What level of user support would be required?

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Describe potential users of the software as well as any information on promotion, marketing or distribution which may be valuable in realizing full potential of the software.

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Was any third-party code incorporated or used in the development of this software, (circle):  
Yes  No

If yes, what is the code? (attach separate sheet if necessary)

Where and from who did the code come from?

__________________________________________

__________________________________________

Please attach any written agreement (e.g. letter, agreement) restricts the use of the code.

Please categorize the potential uses of your software below by circling all anticipated uses:

Service
Graphics
Diagnostic
Manufacturing
Education
Other: ____________________________________________

What companies or types of companies do you believe would be interested in commercializing this software?

__________________________________________

__________________________________________

Have you worked with/been approached by any companies regarding the software (circle):
Yes  No
If Yes, which companies?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Has a copy of this version of the software or any previous version been shared with anyone or any entity without the benefit of confidentiality? Yes No

If yes, please explain the circumstances:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**PUBLICATIONS AND/OR ORAL DISCLOSURES**

Identify any disclosures, either written or oral, of the intellectual property made or to be made to others. ATTACH COPY OF PUBLICATION(S) OR DRAFT THEREOF.

**Publication or oral disclosure (1)**

Title:_________________________________________________________________________
______________________________________________________________________________

Authors: ______________________________________________________________________
______________________________________________________________________________

Type of disclosure (circle):  Written   Oral   Other: ______________

If written (circle):  Journal   Abstract   Poster   Other:________________________

Publication Date: _______________  Location: ____________________

Publication category (circle):   Public   Confidential   Internal   Other:________________

If confidential (circle):   Confidentiality agreement complete
Letter  Oral  Other: ______________________________
PUBLICATIONS AND/OR ORAL DISCLOSURES (CONT'D)

Publication or oral disclosure (2)

Title: __________________________________________________________________________
______________________________________________________________________________

Authors: ______________________________________________________________________

Type of disclosure (circle):  Written   Oral    Other: ______________

If written (circle):  Journal  Abstract  Poster  Other:________________________

Publication Date: _______________  Location: __________________

Publication category (circle):  Public    Confidential    Internal    Other:________________

If confidential (circle):  Confidentiality agreement complete
Letter
Oral

Other: _______________________________

Publication or oral disclosure (3)

Title: __________________________________________________________________________
______________________________________________________________________________

Authors: ______________________________________________________________________

Type of disclosure (circle):  Written   Oral    Other: ______________

If written (circle):  Journal  Abstract  Poster  Other:________________________

Publication Date: _______________  Location: __________________

Publication category (circle):  Public    Confidential    Internal    Other:________________

If confidential (circle):  Confidentiality agreement complete
Letter
Oral

Other: _______________________________
PUBLICATIONS AND/OR ORAL DISCLOSURES (CONT'D)

Publication or oral disclosure (4)

Title:_________________________________________________________________________
_____________________________________________________________________________

Authors: ______________________________________________________________________

Type of disclosure (circle):  Written   Oral   Other: ______________

If written (circle): Journal  Abstract  Poster  Other:________________________

Publication Date: _______________  Location: ____________________

Publication category (circle):   Public   Confidential   Internal   Other:________________

If confidential (circle): Confidentiality agreement complete
Letter
Oral
Other: _______________________________

Add additional pages if necessary.
FINANCIAL RESOURCES USED/OBLIGATIONS

Please circle one answer for each of the following questions. If yes to any below, please fill in grant/contract information as listed.

Was development of this intellectual property aided in any way by a grant or contract? Yes   No

Is this intellectual property the subject of a currently pending grant or contract proposal? Yes   No

To your knowledge, is this intellectual property encumbered or obligated to any third party? Yes   No

**Grant/Contract/Sponsor (1)**

Entity Name: 

Type (circle): NIH   DARPA   DOD   Other Federal   Industry
              CPRIT   Non-Profit   Private Donor   Other: ________________________________

Title of Project: ______________________________________________________________

Briefly describe purpose: __________________________________________________________________________

UTSW Acct #: __________________________ Grant or Contract #: _________________________________

Name of project manager for the contract at DARPA or DOD: _________________________________

**Grant/Contract/Sponsor (2)**

Entity Name: __________________________

Type (circle): NIH   DARPA   DOD   Other Federal   Industry
              CPRIT   Non-Profit   Private Donor   Other: ________________________________

Title of Project: ______________________________________________________________

Briefly describe purpose: __________________________________________________________________________

UTSW Acct #: __________________________ Grant or Contract #: _________________________________

Name of the project manager for the contract at DARPA or DOD: _________________________________

Add additional pages as necessary to describe other funding sources.
CONTRIBUTOR INFORMATION

Attach one page for each contributor named on the first page.

Contributor’s Name: ____________________________________________________________

Last     First     MI     Degree

U.S. Citizen (circle)? Yes   No      For Non-U.S. Citizen, Citizen of __________________________

Department: ___________________________ Division: __________________________

Campus Phone #: ______ Campus FAX #: __________________________

E-mail Address: __________________________

Campus Mail Station: __________________________

Position Title (circle): Professor        Instructor        Resident

Assoc. Professor Fellow        Staff

Asst. Professor Student        Other: __________________________

Other Appointment (circle): None        HHMI        VA        Other: __________________________

% of time employed at UT: _____________% Other employment (circle one)? Yes   No

(If yes, name of employer: __________________________)

Home Address: __________________________

________________________________

City              State        ZIP

Home Phone #: __________________________

If a patent application for the intellectual property disclosed above is filed in the U.S. Patent and Trademark Office, the inventor(s) will be required to execute an oath or declaration affirming, among other things, that he/she/they is/are the original and first inventor(s) of the subject matter claimed in the application. ("Original" means derived from any source or persons other than the person or persons named as the inventorship entity.) I/We confirm that the subject matter disclosed herein is original to me/us.

Contributor’s Signature: __________________________________________________________

Typed/Printed Name: __________________________ Date: __________________________

Please attach a copy of your current C.V.