

Technology Disclosure Form guidelines

The following instructions apply to the correspondingly numbered sections:

1. Use a brief descriptive title to aid in identifying the technology.
2. In describing the technology, attach material which covers the following points:
 - General purpose
 - Technical description
 - Advantages and improvements over existing methods, devices or materials
 - Commercial applications (economic potential, etc.)
3. Include the names of any co-inventors. A co-inventor is an individual whose creative contribution has led to the invention conception, either independently or jointly with others.
4. If the invention was made in connection with any sponsored research, the appropriate OGC project numbers, corresponding grant numbers, and the principal investigator must be listed. In addition, all completed technology disclosures must include the signature(s) of any principal investigator(s).
5. The use of Skoltech-administered resources - whether funds or facilities - will normally affect the Skoltech ownership rights in an invention. See [Skoltech IP Policy](#) for further discussion of the use of resources.
6. In many countries, a patent application must be filed before either oral or printed publication is made available to the public. Complete all parts of section 6 in view of the following:
 1. Conception, in the patent-law sense, involves the formulation, in the mind of the inventor, of the complete means for solving a problem. The mere recognition of a desirable result, or of a problem, or of a general approach to solving the same, without the formulation of the physical structure to accomplish that result or to solve the problem, will not suffice to constitute conception.
 2. The term “earliest written disclosure” means the first time any member of the general public (those outside the Skoltech community), without restriction of confidentiality, would have been able to legally gain access to your written or printed enabling description of the invention. This also includes a thesis submitted to library(ies), including Skoltech library.
 3. “Earliest oral disclosure” means the same as 6b, but only as to oral presentation to the general public (those outside the Skoltech community).
 4. The anticipated date of publication, (as described in 6b above), should be entered here, as well as the date any documentation was submitted for review for possible publication. This also includes a thesis submitted to library(ies), including Skoltech library.
7. A list of commercial entities that may be interested in the invention will assist the KTO in identifying potential licensees for the technology. Please include any information you have, including company names, contact points, etc.

Non-Skoltech inventors are not required to sign the form, but their contact information must be provided.

Please do not hesitate to [contact](#) the KTO@Skoltech directly if you have any questions when preparing and submitting your technology disclosure.