

# Basics of an Invention Disclosure

## What is an invention disclosure (ID)?

- Confidential document written by inventors that provides a comprehensive and accurate description of the invention and serves as a formal record of the invention.
- Does not provide any legal protection for the invention; however, submitting an ID will initiate an internal review process at the tech transfer office to determine whether to file a provisional patent application on the invention. Thus, an ID is the primary tool to initiate the patent process.
- Establishes dates, scope, and prior art related to the invention.
- Important that IDs discuss how the invention is **novel** and **non-obvious**, meaning someone of ordinary skill in the same field as the invention could not be able to easily conceptualize the invention based on prior art.

## Should I file an ID?

- While there is never a wrong time to file an ID, disclosures should only be submitted if there are **data that can justify an invention** and if the invention is **potentially patentable and/or has commercial value**. However, your tech transfer office will ultimately determine whether the invention is patentable and has commercial value.

## When should I file an ID?

- To ensure that your tech transfer office has the ideal amount of time to conduct a preliminary commercialization evaluation and file a robust provisional patent application, it is important that the inventors submit an ID at **least 30 days (ideally 60 days)** prior to a public disclosure.

## How do I file?

- For Georgia Tech inventors, report your innovations through the Office of Technology Licensing's (OTL) website. The direct link to submit an ID is provided below:  
<https://disclosures.gtrc.gatech.edu/technology/login.php>
- For Emory inventors, report your innovations through the Office of Technology Transfer (OTT). The link to IdeaGate, Emory's online tech transfer system, is provided below:  
<https://ott.emory.edu/resources/forms.html>

## What happens after I file an ID?

### At Georgia Tech:

- The ID will be assigned to a licensing associate, who will review the ID and schedule a meeting with the lead inventor on the ID, typically within ~10 days. This meeting is intended to meet the inventor, get more background information on the invention that may not be provided in the ID, explain the commercialization process at OTL, and get idea of the commercialization interests and whether there will be any public disclosures made in the future.
- If the licensing associate decides that the technology is patentable, the ID and any pertinent documentation related to the technology (i.e., grant applications, papers, presentations, etc.) will be sent to an external, contracted law firm, who will draft the provisional patent application.

### At Emory:

- The ID will be assigned to a licensing associate, who will review the ID and schedule a meeting with the lead inventor on the ID, typically within ~10 days. The licensing associate will prepare a Commercialization Evaluation Report (CER1), which is a document that is prepared on all technologies disclosed to Emory OTT within 90 days of submission of the disclosure.
- The CER1 provides information on the potential market of the technology, the IP landscape, whether there are any outstanding technical/market/IP-related questions, and what the commercialization decision is (i.e., pursue patent application, no patent needed, do not pursue, or hold & revisit).
- If a patent application is pursued, the licensing associate will complete a technology brief and submit all relevant materials to internal patent counsel, who will draft application and file it with the USPTO.