**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**Disclosure of Discovery or Invention Form (DDI Form)**

**Instruction:**

Please email a scanned PDF copy of the completed **DDI Form** signed and dated by all people listed in this form to:

Director, Innovation & Economic Development

Office of Research and Economic Development

Tel: (562) 985-8147

**Section I - Filed by**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Full Name** | **Department** | **Address** | **Telephone #** | **Email address** |
| Individual #1 |  |  |  |  |  |
| Individual #2 |  |  |  |  |  |
| Individual #3 |  |  |  |  |  |
| Individual #4 |  |  |  |  |  |

**Section II - If this form is submitted by student(s), please provide the Faculty Advisor(s) Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Full Name** | **Department** | **Address** | **Telephone #** | **Email address** |
| Faculty Advisor #1 |  |  |  |  |  |
| Faculty Advisor #2 |  |  |  |  |  |
| Faculty Advisor #3 |  |  |  |  |  |
| Faculty Advisor #4 |  |  |  |  |  |

**Section III -**

1. This is to inform you that I (we) have produced/ discovered/ invented (describe, giving a formal title to the material or concept):
2. If copyrightable, the materials were completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If patentable, the discovery or invention was first conceived on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
	1. developed during the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
	2. and reduced to practice on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Description:
5. Classify the work; if a discovery or invention, please indicate whether the concept is “a new process,” “a composition of matter,” “a device,” “one or more products,” “a new use or improvement to an existing product or process”:
6. Describe the basic characteristics (attach additional sheets as necessary):
7. Comment on possible uses for the materials, discovery or invention:
8. Describe the resources (facilities, equipment’s/instruments, etc.) and circumstances of their use in the production, discovery, or invention (including University and third party funds identified by grant, contract, or award).
9. I/We understand that additional information may be required by the University to resolve questions of ownership, equity, and to provide for copyright or patent applications.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#1 signature date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2 signature date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#3 signature date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#4 signature date