

# PATENT FILING GUIDE FOR MULTI-UNIVERSITY FACULTY INVENTIONS

## Checklist

### PRE-FILING

- ☐ Confirm all Inventors (who contributed intellectually to the invention).
- ☐ Ensure all inventors have disclosed the invention to their respective universities' Office of Research and/or Technology Transfer Office.
- ☐ Identify any sponsors or funding sources (e.g., NSF, NIH) that may require reporting.
- ☐ Collect any relevant lab notebooks or invention documentation.

### TECHNOLOGY TRANSFER & LEGAL

- ☐ Initiate discussion between all involved universities.
- ☐ Lead institution to draft and execute an Inter-Institutional Agreement (IIA) covering:
  - ☐ Lead institution for filing
  - ☐ Ownership percentages
  - ☐ Cost-sharing for patent prosecution
  - ☐ Revenue sharing terms
- ☐ Determine who will file the patent and select a patent attorney.

### PATENT FILING

- ☐ File a provisional or non-provisional patent with all inventors listed.
- ☐ Assign rights to respective universities as determined by the IIA.
- ☐ Report the invention under Bayh-Dole if federally funded.
- ☐ Track public disclosures and file before any presentations/publications.

### POST-FILING

- ☐ Maintain communication between universities about filing status.
- ☐ Coordinate strategy for potential licensing or commercialization.
- ☐ Monitor deadlines (e.g., converting provisional to non-provisional).