ID Number: ... / ...

Date of registration: DD/MM/YYYY

Number of pages: …

**Innovation Disclosure Form**

**This is a confidential document used to disclose an innovative idea, concept, or result created by St. John’s University faculty, employee, or student.**

You will be contacted by the Venture & Innovation Center (ViC) upon receipt by us of the completed Innovation Disclosure Form. Should you wish to discuss your invention, have questions related to this form or have any questions about the evaluation process please contact Prof. James Kinsley, Director of the ViC at vic@stjohns.edu.

Once complete please send this form in .pdf format to Prof. James Kinsley [vic@stjohns.edu](mailto:kinsleyj@stjohns.edu) and the ViC will contact you for further evaluation.

**Name of the innovation**

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1. **Background**

**Keywords** (please provide a few relevant keywords to identify the field of the invention)

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**Type of innovation** (for example: device, method, system, process, software, etc.)

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**List of relevant industries**

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**Short summary of the innovation – non-confidential** (max 300 words)

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1. **Creator(s)**

List all creators / inventors involved below. Add more creators / inventors if needed.

**First (lead) creator / inventor**

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| --- | --- |
| **Name** |  |
| **Employer (organization name)** |  |
| **Affiliation (faculty, student, employee, other)** |  |
| **Job title** |  |
| **Contribution percentage** |  |
| **Date** | DD/MM/YYYY |
| **Place (city, country)** |  |
| **Signature** |  |

**Second creator / inventor**

|  |  |
| --- | --- |
| **Name** |  |
| **Employer (organization name)** |  |
| **Affiliation (faculty, student, employee, other)** |  |
| **Job title** |  |
| **Contribution percentage** |  |
| **Date** | DD/MM/YYYY |
| **Place (city, country)** |  |
| **Signature** |  |

1. **Information about publication**

3.1 Has the innovation in part or in full been published or disseminated in any way? (if yes, please provide details). Publication here refers to any form of disclosure such as scientific papers, grant applications, presentations, etc.).

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3.2 Is the innovation in the process of being published (such as via presentations, scientific papers, grant applications, contract bids, etc.)? Please provide details about when the publication is expected and in what form. Highlight any urgency related to publication.

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1. **The Innovation**

4.1 Provide the background to the innovation, describing details about how it was created, what activities led to the results, who has been involved, what documentation is available, what funding sources were used.

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4.2 Describe the nature of the resources used to create the innovation and the extent to which St. John’s University resources were used.

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4.3 Select the most relevant Technology Readiness Level (TRL) that describes the current maturity level of the innovation. Mark the relevant TRL with an “X”.

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| **Technology Readiness Levels (TRL)** | | |
| **TRL Nr.** | **TRL Description** |  |
| TRL 1 | TRL 1 - Basic research and idea generation |  |
| TRL 2 | TRL 2 - Concept formulation |  |
| TRL 3 | TRL 3 - Proof-of-Idea – Applied research |  |
| TRL 4 | TRL 4 - Validation in lab |  |
| TRL 5 | TRL 5 - Proof-of-Concept |  |
| TRL 6 | TRL 6 - Prototyping and testing (business idea and technology) |  |
| TRL 7 | TRL 7 - Demonstration to industry and piloting |  |
| TRL 8 | TRL 8 - Validation with industry and product development |  |
| TRL 9 | TRL 9 - Production and market entry |  |

***If the above table is not applicable to your innovation, then please describe the stage of maturity in another way.***

4.4 Give a detailed description of the innovation. Here provide all drawings, text, description of how the innovation is designed, used, built, operated, etc. Documents can be attached and these can be described under section *6. List of attachments*.

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4.5 List the key competitive advantages of the innovation.

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4.6 Provide information about the comparable products/solutions/technologies in commercial use, conceptual phase or under development. Use references to patents, scientific articles, web, etc. and attach any relevant documents. Disclose any information about Freedom-To-Operate and any relation to existing products.

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4.7 Describe any contracts or agreements, directly or indirectly, that have resulted from the disclosed innovation.

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4.8 Provide names and contact details for any industry contacts that may be approached during a commercialization process.

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1. **Commercialization**

5.1 Describe the product / service / solution. Provide details concerning the potential product roadmap and proposed commercial exploitation plan.

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5.2 Describe the target market size, location, access, type and the total addressable market. Include any calculations related to resource allocation, activity milestones, risks, feasibility, investment need and other relevant factors.

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5.3 Introduce the key people and their role during further R&D and commercialization.

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1. **List of attachments**

Provide the details to all attachments to this Form.

|  |  |  |
| --- | --- | --- |
| **Number** | **Document name and extension (such as .doc, .pdf)** | **Number of pages** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
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