

Note: Fuentek, LLC, prepared this guidance document to help university technology transfer offices (TTOs) document important intellectual property (IP) information when faculty researchers, post-docs, etc. transition to another institution. We hope you find it helpful. For more information, see <https://www.fuentek.com/blog-post/techtransfer-at-the-researcher-revolving-door/>



IP Summary for Outgoing Researchers/Faculty

TTO Instructions: Complete the fields below using data that may reside in the files for the Technology Transfer Office, the Office of Sponsored Programs, Human Resources, and other related offices. Then **ask the departing faculty to review it for completeness and accuracy and provide him/her with a copy of the final form.**

EMPLOYMENT/CONTACT INFORMATION

Researcher/Faculty name:

First date of employment at this Institution:

Last date of employment at this Institution:

New employment/contact information:

Institution/Organization/Company:

Job title/department:

Mailing address:

Phone:

Email:

Relevant offices/contacts at new employment:

Tech transfer:

Sponsored research:

Other(s):

Personal contact information:

Home mailing address:

Home/Cell phone:

Personal email:

Researcher Acknowledgement

I acknowledge that:

Initials

I have reviewed this Institution's IP policy.

I have disclosed all innovations made during my employment at this institution to the Technology Transfer Office.

I will alert this Institution's point of contact (below) if any inventions developed during my employment at this institution are reduced to practice.

I will alert my new employer if any future invention disclosures are based on research conducted at this Institution (including improvements).

This Institution may contact the Technology Transfer Office and/or other relevant offices at my new employer concerning any research conducted or inventions developed during my employment at this institution.

I will notify this institution of any changes in my contact information.

TTO Contact:

Email:

Phone (direct):

Phone (office):

INTELLECTUAL PROPERTY – *Prepare one page for each innovation. If possible, generate this information as a report from the IP management database.*

Invention title	
Tracking no.	
Date reported	
Co-inventor(s), if any (indicate if none)	
TTO case manager	
Brief description/abstract	
Patent status (if patented or patent-pending, include number)	
What signatures are needed? (indicate if none)	
Commercialization status as of _____ (date) ¹	
Researcher's future plans for this IP ²	

1. List licenses and/or startups on previous page
2. Include startup plans, obligations to consult under current licenses, etc.

ONGOING SPONSORED RESEARCH PROJECTS – *Prepare one page for each project*

Project title	
Project ID	
Sponsor Information	
Organization	
Contact Name	
Phone	
Email	
Brief description/abstract	
Researcher's past role/involvement	
Researcher's future role/involvement (indicate if none)	
<u>Reported</u> technologies that have emerged from this research (title and tracking no.)	
<u>Unreported</u> discoveries or innovations that have emerged from this research	