**A TTO Checklist for a Relocated Researcher**

*A supplement to “Issues to Consider When an Inventor Moves Between Institutions,” presented by Jennifer Lee, Hannah D. Carbone and Eric Ginsburg, AUTM Annual Meeting, Phoenix, AZ, February, 2018*

Researcher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“OLD”) and arriving at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“NEW”).

* Did the Researcher work with the technology transfer office at OLD?

□ No

 □ Yes. The main TTO point of contact at OLD was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Has the Researcher met with the technology transfer office at NEW?

□ No

 □ Yes. The main TTO point of contact at NEW will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Does OLD own any patents or patent applications invented by the Researcher?

□ No.

□ Yes. List: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* Did the Researcher disclose any software to the TTO at OLD?

□ No

□ Yes. List: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* If any patents or software are listed above, are there any current licenses to any of it from OLD?

□ No

□ Yes. Describe, without including any confidential information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* If any patents or software are listed above, is any of it jointly owned by one or more third parties?

□ No

□ Yes. Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Has the Researcher already submitted all of his or her potential inventions/software to OLD that existed as of the date the Researcher was no longer employed by OLD?

□ No. If not, have the reasons to do so been discussed with the Researcher? \_\_No \_\_Yes

 □ Yes.

* Are there any translational projects that will be worked on at both OLD and NEW that might result in a disclosure to NEW in the foreseeable future?

□ No

□ Yes. Briefly describe the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Is the Researcher leaving tangible materials or data behind at OLD that are, or could be, the subject of future MTAs or licenses?

□ No

□ Yes. Describe the materials, including their location and the person responsible:

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

* Is the Researcher taking any patient samples or patient data from OLD to NEW?

□ No

□ Yes. Describe the samples: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What, if any, permissions have been obtained for the movement of the samples?

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

* Is the Researcher transferring any grants and/or corporate sponsored research from OLD to NEW?

□ No

□ Yes. List (for non-Federal grants, include sponsor contact information): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Will some research still be carried out under the Researcher’s direction at OLD after the start date at NEW?

□ No

□ Yes. Describe the nature of the research and the personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Will the Researcher have a dual appointment at OLD and NEW for any period of time?

□ No

□ Yes. The appointment begins on \_\_\_\_\_\_\_\_\_\_\_\_\_ and ends on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Additional Points to Consider:

 Was the Researcher a faculty member at another institution before OLD?

 Does the Researcher own any relevant IP personally?

 Have NEW’s patent counsel been told that IP filed by NEW might be jointly owned with OLD?

 A shameless plug for the Model IIA (See [www.modeliia.org](http://www.modeliia.org)), which might be useful if and when joint IP arises between OLD and NEW.