



**BIGELOW LABORATORY FOR OCEAN SCIENCES
(THE "LABORATORY")**

POLICY ON INNOVATION DISCLOSURE FOR LABORATORY RESEARCHERS

Disclosure of Innovations: Pursuant to the Laboratory's Intellectual Property Policy, Senior Research Scientists, research staff members, post-doctoral research scientists and others, including visiting scholars, (collectively, "Laboratory Researchers") employed by the Laboratory, otherwise receiving remuneration from the Laboratory, participating in Laboratory-related activities or industry-sponsored research and/or using Laboratory funds, facilities, equipment or other resources administered by the Laboratory must prepare and submit on a timely basis an innovation disclosure for each innovation (potentially-patentable or not), tangible research property, trademark and copyrightable work, including computer software, conceived or first actually reduced to practice in whole or in part during the period of their Laboratory employment, during the period of that they otherwise receive remuneration from the Laboratory, during the period of their participation in Laboratory-related activities or industry-sponsored research and/or during the period of their use of Laboratory funds, facilities, equipment or other resources administered by the Laboratory, whichever period is *longest*.

Innovation Disclosure Defined: An "innovation disclosure" is a document that provides information about creator(s)/author(s), what was created/authored, circumstances leading to the innovation disclosure and facts concerning subsequent activities. It further provides the basis for a determination of the potential patentability of the innovation and the technical information for drafting a patent application. An innovation disclosure is also used to report an innovation that may not be patentable, but may be protectable by other legal means such as a copyright or trademark.

IDF: An Innovation Disclosure Form ("IDF") describing the innovation and including other related facts should be prepared by the creator(s)/author(s) and forwarded to the Laboratory's Office of Corporate Alliances and Technology Transfer ("CATT"). IDFs are available from CATT.

Inventions: The following practical consideration relates to disclosures of innovations that may be considered potentially-patentable *inventions*:

NB: Laboratory Researchers are expected to apply reasonable judgment as to whether an innovation has potential for commercial marketing. If such commercial marketing potential exists, then the innovation should be assumed to be "*potentially-patentable*" and disclosed to CATT on a timely basis.