

Figure 3 – Five steps to assign IP

- Step 1:** The Principal Investigator (PI) prepares an Invention Disclosure to identify and describe the IP developed and to identify the researcher(s) who contributed to the development of the IP. If patent protection is sought in the future, a patent attorney will determine if these researchers are also inventors.
- Step 2:** The PI forwards the Invention Disclosure to their College Research Office for the College's records.
- Step 3:** The College Research Office forwards the Invention Disclosure to OTM where it is assigned to a Technology Licensing Officer (TLO).
- Step 4:** OTM forwards the Invention Disclosure to the Sponsor and inquires if the Sponsor wants to take ownership of the IP identified in the Invention Disclosure.
- Step 5:** If the Sponsor decides to take ownership of the IP identified in the Invention Disclosure, a standard Assignment Agreement developed specifically for this purpose is executed on behalf of PSRF and forwarded to the Sponsor.