

Guidelines for Reporting Inventions Made under Grant Support from the Life Sciences Discovery Fund

Life Sciences Discovery Fund (LSDF) grants require grant recipients and their subcontractors to electronically report to LSDF each invention made under the grant. The first report is to be made within 30 days after an invention has been disclosed in writing to the recipient's or subcontractor's intellectual property management office or equivalent entity, with updates required thereafter at intervals not to exceed six months. Invention reports support the grant payback requirement under the grant agreement.

To best understand the context for the invention reporting requirement, report submitters are urged to read the intellectual property section of the grant agreement between LSDF and the recipient organization. The reporting and grant payback obligations are covered in that section and key terms such as "invention" and "invention income" are defined.

Each separate entity having an ownership interest in an invention made under LSDF funding is required to file a separate report; *i.e.*, if an invention is jointly owned by the grant recipient organization and a subcontractor, each entity must independently report that invention to LSDF.

The information required in the invention report provides LSDF with an overall picture of the management of the invention, including activities regarding protection of the invention as intellectual property, licensing or other transfer of rights, and cumulative receipt of invention income. The information reported in some fields, *e.g.*, "Invention Status," "Intellectual Property Protection Status," and "Conveyance of Intellectual Property Rights," may change with the passage of time and must be updated. Report submitters are encouraged to review their previous responses and update or change them as appropriate at each submission. If there are no changes within the reporting interval, select the "submit report with no changes" option on the report overview page.

Invention reports are no longer required at such time as the reporting entity informs LSDF that (1) all activities related to intellectual property protection and licensing of the invention have ceased; or (2) all licenses to the invention have terminated and the reporting entity is no longer receiving invention income and has ceased any further licensing or other commercialization activity; or (3) the reporting entity has paid back to LSDF the grant award, whichever occurs first.

Information is entered into the on-line reporting tool under the six tabs. Below is a brief explanation of what is expected under each tab.

Preparer Information

Choose the identity of the organization completing the invention report. If not the grant recipient or a subcontractor under the grant, choose "Other" and indicate the name of the organization and its relationship to the grant recipient organization.

If the report is being submitted by a subcontractor of the grant recipient, list the name of the subcontractor entity, the amount of the subcontract award (this figure can be obtained by emailing grantsadmin@lsdfa.org), and the subcontractor's reference number for this invention.

Invention Disclosure

Provide the following information from the invention disclosure: the title of the invention, the date that the invention disclosure was received by the intellectual property management office or equivalent entity, the name(s) of the inventor(s), and a brief description of the invention.

Invention Status

Choose the appropriate selection. An invention is considered by LSDF to be under "active management" from the time of receipt of the disclosure (including the period during which an invention's evaluation is pending and encompassing activities such as evaluation for intellectual property protection, patenting, marketing, and licensing) until such time as the intellectual property management office has ceased all activity and expenditures on it.

Intellectual Property Protection Status

If intellectual property protection has been established or is being pursued for the invention, provide the names of the entity(ies) that own the intellectual property. Check all the boxes that apply to the type(s) of intellectual property sought or procured. Update fields labeled "pending" and "applied for" as intellectual property protection is granted.

Conveyance of Intellectual Property Rights

Choose among the three options regarding the licensing status of the intellectual property. If the intellectual property has not been licensed (or assigned), summarize the efforts made to license since the previous update in the text box.

If ownership of the invention has been transferred to another entity (*i.e.* assignment), choose whether the assignment was to an inventor or to another party. If to the latter, indicate the name of the party in the text box.

If intellectual property rights have been transferred to another party through a means other than option, license or assignment, describe the mechanism and name the transferee in the text box under "Other Rights Granted".

Commercial Development & Invention Income

Choose the appropriate selection regarding whether intellectual property rights to the reported invention have been transferred for monetary consideration. Indicate whether a commercial product is still under development or has already been launched for sale. If a product has been launched, provide the best estimate of its launch date.

Choose the appropriate selection regarding whether “invention income” (as defined in the grant agreement) has been received. If it has, indicate the amount of cumulative invention income that has been received as of the date of submission of the invention report.

If a payment has been made since submission of the previous invention report, list the payment amount and the payment date under the “Add New” field. All payments made to LSDF will be listed for reference and automatically totaled in a field within this tab.

Use the “Grantee Comments” field to make comments about any aspect of the invention being reported. Begin each new comment with the date on which the comment is being made.

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