**Provisional Patent Application Document Requirements**

**INSTRUCTIONS*:* In order to assist the Intellectual Property Attorney to streamline the preparation/filing of any provisional patent application, the Developer (“inventor or inventors”) is requested to fill out the following information before meeting with the IP Attorney:**

1. Attach a detailed written disclosure of invention in **Word format** including (i) a detailed list of publications including any relevant prior publication of the inventors or third parties if the inventors are aware of any; and (ii) Figures illustrating or describing the invention or parts of the invention as necessary to understand the invention.
2. The written disclosure of invention can be a **manuscript, a grant proposal or any other written repor**t describing the invention in detail as follows:

 a. **Background** of the invention (at least 1 to 3 paragraphs describing the problem to be solved by the invention)

 b. **Summary** of the invention (at least several paragraphs) summarizing the invention and how the invention addresses the problem to be solved;

 c**. Detailed description and Figures** (if needed) to more fully describe the invention:

 i. If the invention is a potential **therapeutic** molecule (e.g., drug), the inventor should provide detailed written numbered Examples including detailed description of chemical synthetic procedures for the drug including any intermediates including all characterization information, e.g. spectral analysis, all drug screening procedures including all data and protocols. The inventor should also provide chemical structures and Figures showing summary of synthetic schemes. *The inventor is requested not provide any raw data and spectra unless the University requests such information.*  If known synthetic procedures or intermediates are used, the inventor must cite the supporting reference(s).

 ii. If the invention is an **apparatus,** the inventor should provide detailed figures with labeled components and a detailed description of the apparatus and each component of the apparatus and examples describing the construction and/or use of the apparatus and components.

 iii. If the invention is a **method,** the inventor should provide detailed figures showing flow chart(s) with the steps of the method and detailed description of each step of the method.  If the invention is a chemical method, the inventor should provide all chemical procedures as well as conditions including temperature, identification of reagents and amounts, pH etc.  If the method is software based, the inventor is requested to refer to section K of the Technical Development Disclosure Form and to provide a full written description of the algorithms utilized.