



Guidance on Invention Reporting

Context

Following Tran-SET's [data management plan](#): "All inventions and patents developed with Tran-SET funding must be reported through the iEdison electronic system. In accordance with the requirements included in the General Provisions of UTC Grants and the flow-down provisions included in the subawards issued by LSU, all Subrecipients will notify LSU of any inventions and patents developed with UTC funding."

This document defines these flow-down provisions, specifying the process by which all consortium members and PIs should report their patents and inventions.

Process

To maintain complete invention records for each project, the T2 Coordinator, Associate Directors, and PIs will work with their respective institutions and Tran-SET to implement the following process for federal invention reporting:

1. Upon receipt of an invention disclosure based on support from Tran-SET funding, each respective institution will begin its own internal processes for federal report (usually handled by the institution's technology transfer office). Federal reporting consists of:
 - a. Determining if the invention is a Subject Invention under federal laws;
 - b. Reporting the invention to the proper federal agency (in this case, the USDOT). Please refer to Figure 1 for the process to report the invention through iEdison;
 - c. Electing title to the invention; and
 - d. Submitting regular utilization reports.
2. In addition to the institution's own internal processes, the T2 Coordinator, Associate Directors, and PIs will work with their respective institutions to insure that:
 - a. All invention disclosures based on support from Tran-SET are reported to the Tran-SET Director;
 - b. Such report shall include a copy of the invention disclosure with any pertinent attachments, a copy of the institution's determination if the invention is a Subject Invention under federal laws, a copy of the reporting documents to the USDOT, any election of title documents, and any utilization reports; and
 - c. Such reporting obligation will be required at least annually from each institution to the Tran-SET Director.
3. For institutions that do not have a technology transfer office, the Tran-SET Director will work with that institution and the LSU Office of Innovation & Technology Commercialization to ensure that all federal reporting obligations are satisfied.

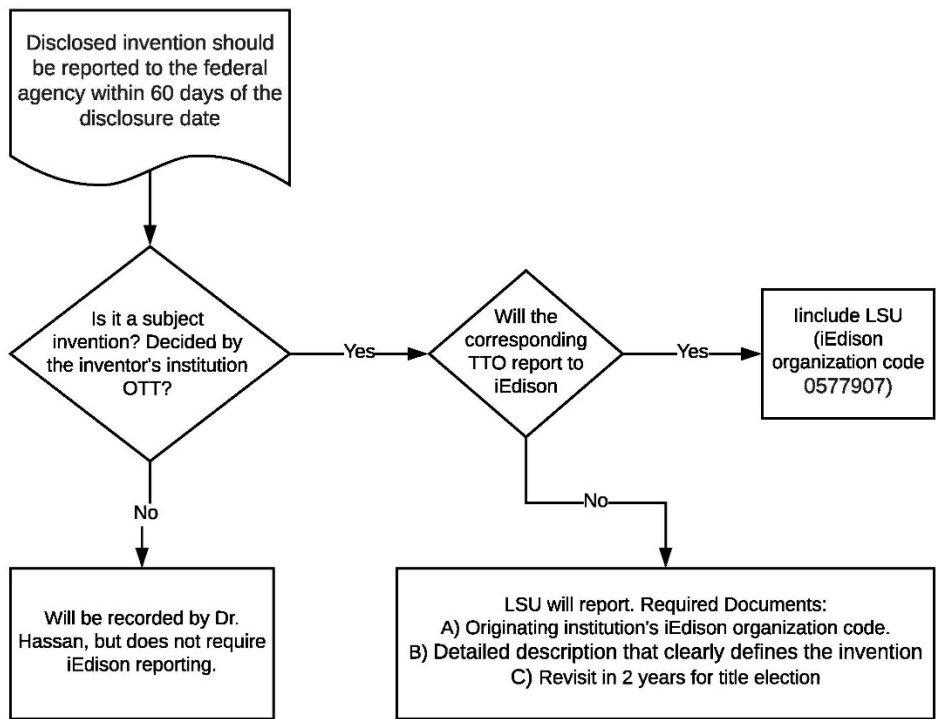


Figure 1. Process to report the invention through iEdison.

Contact

Please contact the Tran-SET Director, Dr. Marwa Hassan (at transet@lsu.edu or 225-579-9189), if you have any questions.