June 18, 1968

REQUESTS FOR DHEW INSTITUTIONAL PATENT AGREEMENTS

Requests for DHEW Institutional Patent Agreements should be addressed to the Assistant Secretary (Health and Scientific Affairs) and should provide sufficient information to enable a thorough evaluation of the grantee's established policies and procedures for the administration of inventions arising out of research conducted at the institution. Such requests should generally include the following information:

1. A copy of the institution's formal patent policy.

2. Name and title of institutional official responsible for administration of patent and invention matters.

3. A description of the institution's procedures for identifying and reporting inventions and for filing patent applications.

4. A copy of the form of agreement required to be signed by faculty and other employees of the institution engaged in research.

5. A copy of the invention report form or outline utilized for preparation of invention reports at the institution.

6. Advice as to whether the institution has a formal agreement with any nonprofit patent management organizations, such as Research Corporation, Battelle Development Corporation, and other similar organizations. Copies of any agreements in effect should be enclosed.

7. A general description of the institution's past patent licensing activities, including the following:

   a) Number of patents obtained during the past ten years;
   b) Number of exclusive licenses issued;
   c) Number of nonexclusive licenses issued;
   d) Estimated gross royalty income over past ten years;
   e) A general description of royalties charged, including minimum and maximum royalty rates.