

TECHNOLOGY LIAISON OFFICE TRAINING MANUAL

- 1) The UTC Concept and Organization
- 2) Role Of The Technology Liaison Officer
- 3) Organization Of Technology Liaison Office
 - Charter Of Technology Liaison Office
 - UTC Computer Program Flow Chart
 - TLO Secretary's Handbook
 - Forms
- 4) Promotion On Campus
 - Inventor Incentive Plan
 - Disclosure Promotion Procedures
- 5) The Disclosure Process
 - Completion Of The Disclosure Form
 - Interview With Faculty Member
 - Preparation Of The Executive Summary
 - Preparation Of The Technical Package
 - Interacting With Your Patent Attorney; Patent Opinions
And Filing Applications
- 6) The Marketing Process
 - UTC Procedure
 - On Campus Visits
 - Licensing; The TLO's Role
 - TLO Follow-Up On R&D Contracts
- 7) Background Documentation