

## 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