

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.