NEW GRANT OR COLLABORATION
ARE YOU APPLYING FOR A NEW GRANT OR STARTING A NEW COLLABORATION AT PENN?
Stop and think about Intellectual Property (IP)/ownership first:

STEP 1: Determine if an invention could be developed or IP could be created?
- Get educated: Read over the Penn Center for Innovation (PCI) resources:
  - Inventor Portal Document
  - Penn Waiver (if applicable)

STEP 2: If you are part of a team:
- Meet with everyone on the team
- Discuss what claims you each have as team members, what you each plan to bring to the project, and whose ideas are whose
- Write it all down clearly and be specific
- Have everyone sign and date it

STEP 3: If the grant is funded, the collaboration moves forward and/or IP is created, decide as a team on your next steps:
- Submit an Invention Disclosure to Penn
- Talk with Melissa Kelly from PCI:
  - FIDES/PHS-FITS
  - Disclosures related to research publication/presentations/other

STEP 4: Consider if you should commercialize the invention?
- Get educated, read resources:
  - PCI Commercialization Guide
- Discuss with PCI and your team (if applicable)
  - License to an existing company
  - Create a start up

STEP 5: Talk with Melissa Kelly from PCI
Questions to consider:
- What do I need to report, to whom, and where?
  - FIDES/PHS-FITS
  - IRB
- How will the Conflict of Interest (COI) affect my research/grants/committee work etc?
- When and how should I disclosures IP for manuscripts, presentations, conferences etc.?

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EXISTING GRANT OR COLLABORATION
ARE YOU ALREADY GRANT FUNDED OR WORKING ON A CROSS-DISCIPLINARY COLLABORATION AT PENN?

Stop and think about Intellectual Property (IP) and ownership now:

STEP 1: If you are part of a team meet with everyone on the team to determine if an invention has been developed:
- Discuss what has been created:
  1) What problem does it solve?
  2) Whose money was used to create it?
  3) What steps do I need to take to protect it?
- Discuss what claims you each have as team members:
  o What have you each brought to the project
  o Whose ideas are whose
- Write it all down clearly and be specific
- Have everyone sign and date it

STEP 2: Get educated:
- Read over the Penn Center for Innovation (PCI) resources:
  o Inventor Portal Document
  o Penn Waiver (if applicable)

STEP 3: Submit an Invention Disclosure to Penn
- Talk with Melissa Kelly from PCI:
  o FIDES/PHS-FITS
  o Disclosures related to research publication/presentations/other

STEP 4: Consider if you should commercialize the invention?
- Get educated, read resources:
  o PCI Commercialization Guide
  o Academic Entrepreneurship chapter on Intellectual Property by Cynthia Dahl, Esq.
- Discuss with PCI and you team (if applicable):
  o License to an existing company
  o Create a start up

STEP 5: Talk with Melissa Kelly from PCI
Questions to consider:
- What do I need to report, to whom, and where?
  ▪ FIDES/PHS-FITS
  ▪ IRB
- How will the Conflict of Interest (COI) affect my research/grants/committee work etc?

RESOURCES
FIDES: Financial Interest Disclosure Electronic System
https://fides.isc-seo.upenn.edu/

PHS-FITS: Public Health Service Financial Interests and Travel Statement
https://phsfits.apps.upenn.edu

Penn Center for Innovation Commercialization Guide:
https://www.pci.upenn.edu/commercialization-guide/

Penn Inventor Portal:
http://www.pci.upenn.edu/invention-disclosure/

Penn Patent Policy:

PCI CONTACT:
Melissa Kelly PhD
Associate Director (Nursing, Dental, Veterinary)
215.898-9877
kellymel@upenn.edu
DISCLOSURE FLOWCHART

This flowchart can be found on the Financial Conflicts of Interest in Research Program page: https://research.upenn.edu/compliance-and-training/fcoi/