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) and ownership first:

STEP 1: Consider the likelihood of an invention being developed as a result of the proposed project
- Get educated: Read over the Penn Center for Innovation (PCI) resources:
  - Inventor Portal Document
  - Penn Waiver (if applicable)
- Review the Penn Law Entrepreneurship Startup Kit:
  - Founders Agreement
  - Intellectual Property

STEP 2: If you are part of a team:
- Meet with everyone on the team
- Discuss the roles of each team member in the project, what you each plan to bring to the project, and whose ideas are whose
- Designate a team member to document the points above
- Have everyone sign and date the document and circulate it in an email to all team members

STEP 3: If a 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 PCI
- Factors to consider:
  - Whether a FIDES/PHS-FITS disclosure is needed
  - Disclosures related to research publication/presentations/other

STEP 4: Consider the commercialize path for 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 PCI:
- 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.?
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 the involvement you each have as team members:
  o What have you each brought to the project?
  o Whose ideas are whose?
- Designate a team member to document the points above
- Have everyone sign and date the document and circulate it in an email to the team

STEP 2: Get educated:
- Read over the Penn Center for Innovation (PCI) resources:
  o Inventor Portal Document
  o Penn Waiver (if applicable)
- Review the Penn Law Entrepreneurship Startup Kit:
  o Founders Agreement
  o Intellectual Property

STEP 3: Submit an Invention Disclosure to Penn
- Talk with PCI
- Factors to consider
  o Whether a FIDES/PHS-FITS disclosure is needed
  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 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 Law Entrepreneurship Startup Kit: https://www.law.upenn.edu/clinic/entrepreneurship/startupkit/

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


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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/