

Intellectual Property Advisory Board

Purpose: The IPAB shall provide recommendations to the Provost regarding University decisions on Intellectual Property, including patenting, licensing, and commercialization.

The IPAB shall consist of at least 4 members as appointed by the Provost. Suggested membership includes:

1. Chair: ORSP Director or Designee
2. Member from Corporate and Professional Development or representative of a University – Industry collaboration group
3. Member Dean or appointed representative from the College of Arts and Sciences
4. FLITE representative(s)/faculty familiar with intellectual property, patent searching and/or copyright issues*

*Ad hoc faculty with patent/research expertise to be consulted as needed.

Secretarial support (Academic Affairs) will be available to coordinate meetings, retain minutes, and perform other secretarial requested by the Chair.

IPAB Charges:

- Administer Intellectual property disclosure forms (IDF) and reviews
- Submit recommendations for actions on IP matters
- Maintain records of invention disclosures, board actions, results, and timelines
- Coordinate and administer actions aligned with decisions of the provost on IP matters

Fundamental Procedures and Responsibilities:

1. LEVEL 1 – Information Gathering
 - a. Conduct preliminary review of faculty IDF – Insure basic information is complete and prepared for submission full information
 - b. Conduct initial interview with the inventor(s)
 - c. If IDF meets internal screening review (criteria TBD) continue to Level 2
2. LEVEL 2 – Recommendation to Provost
 - a. Recommendation categories:
 - i. No merit – return to inventor with explanation and discussion
 - ii. Has merit – coordinate an external review (e.g. MSU Technologies; TreMonti, etc.) to report on potential to License, commercialize, and patent
 - iii. Has merit (with urgency) - proceed to provisional patent and coordinate an external review (e.g. MSU Technologies; TreMonti, etc.) to report on potential to License, commercialize, and patent
3. LEVEL 3 – Implement Provost Action (for ii and iii above)
 - a. Coordinate with review entity to produce a report with recommendations regarding licensing, commercialization, and patent
 - i. No merit – return to inventor with explanation and discussion

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- ii. Has merit – move to patent (provisional or full) seek licensee or development partner. (Move to Level 4)
 - iii. Has merit – move to patent (provisional or full) continue development internally. (Move to level 4)
 - iv. Other
4. LEVEL 4 – Implement Provost Action