

Description and Requirements



It's the Law! [Bayh-Dole](#) and DOE's other statutory authorities and regulations require that inventions made under an EERE award be reported to DOE. Regardless of whether a recipient decides to pursue patent protection, each recipient is required to submit a complete disclosure to DOE for any invention that was conceived or first actually reduced to practice in performance of the award (referred to as a "subject invention").



How? Use iEdison: [iEdison](#) is an interagency website that provides a single interface for recipients to securely and confidentially report subject inventions, patents, and utilization data to the government agency that issued the funding award.



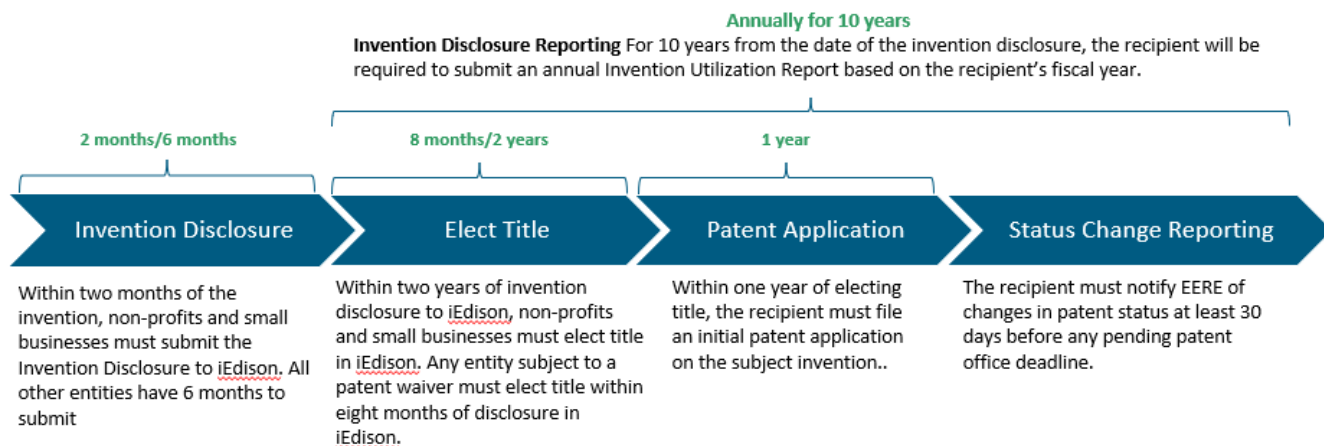
Tell me more about the first actual reduction to practice: The first actual reduction to practice is basically the first working embodiment or prototype of the invention. If that happened under the award, then it is still a subject invention regardless of whether or when a patent application was filed.

What do all the numbers mean?



- **T number:** The T number is a "temporary" number generated immediately upon creation of the invention record in iEdison. During the review and approval process, the T number is populated in the S number field. Please note: As indicated above, the T number is temporary and cannot be used on the Invention Certification form.
- **EIR number:** Once an invention record is entered, an Invention Report Number is generated. The EIR number may be used on the Invention Certification form. Please note: EIR number and Invention Report Number are the same number and the terms are used interchangeably.
- **S number:** DOE assigns the S number after the invention disclosure has been approved. It usually takes 7-10 days to assign the S number once DOE approves the sufficiency of the invention disclosure.

Overview of the Invention Lifecycle



**** Please note that recipients may submit a request in iEdison for an extension to submit the invention disclosure, elect title, and/or submit a patent application. EERE IPLD will review the request and respond to the recipient. ****

What is an invention and invention disclosure?

An invention is 1) any new and useful process, machine, manufacture, or composition of matter or (2) any useful improvement thereof. An invention disclosure is the written description of an invention, typically written by the inventor(s). EERE does not have specific formatting requirements for the invention disclosure. If the recipient does not have an internal invention disclosure template, they may use the [Record of Invention](#) form. Below is a quick checklist of the items that should be included in an invention disclosure. Please also refer to the award IP Provisions and Federal Assistance Reporting Checklist.

Invention disclosure checklist:



Sufficient in technical detail

The disclosure must be in the form of a **written report** that is sufficiently complete in **technical detail** to convey a clear understanding to the extent known at the time of disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention.



Identify use and dissemination

The disclosure shall also identify any **publication**, or **sale** or **public use** of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. After disclosure in iEdison, the recipient will promptly notify EERE of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the recipient.

Invention disclosure tips



Patent applications should not be submitted as the invention disclosure.



*Invention disclosures should NOT be uploaded into the PMC or emailed to anyone at EERE.
Invention disclosures are sensitive in nature and should only be submitted to iEdison.*



If the recipient fails to disclose an invention made as part of the project, it will adversely impact their rights to that invention.



Prime recipients should discuss early with their subs as to who is going to be reporting the invention in iEdison



A best practice is to start the [Invention Certification Form](#) with the first invention and update periodically to expedite the closeout process.

Invention Utilization Reports

Recipients are required to submit Invention Utilization reports for 10 years after the submission of the invention disclosure. The timeline of this annual report is tied to the recipient's fiscal year. Failure to submit Invention Utilization Reports in a timely manner may result in forfeiture of the recipient's or subrecipient's rights in the subject inventions.

Invention Certification Form

At the time of closeout, all recipients are required to submit an [Invention Certification Form](#) to the PMC that lists all subject inventions of the award. For each invention, the recipient is required to provide an EIR or S number. The EIR number is generated when the invention is submitted to iEdison and the S number is generated when the submission is approved. As such the recipient must submit all inventions to iEdison prior to completing the Invention Certification form for closeout.

Invention Certification Form tips



Do not modify the invention certification form.



If a date is automatically generated with an e-signature, you do not need to add a second date in the date field.



The Invention Certification Form is confirmation that the recipient complied with the invention disclosure requirement. This is an important requirement. If a recipient fails to disclose an invention made as part of the project, it will adversely impact their rights to that invention.



A printed name with the signature is required to account for illegible signatures.



Inventors must be listed on the invention disclosure, iEdison invention record, and the invention certification form and they all must match.



The prime recipient is responsible for sub-recipient compliance with invention disclosure. Sub-recipients may either include their inventions on the prime recipients form or fill out a separate form.



If EERE requests changes to the Invention Certification form, the revised document will need to be updated with a new date and signature.

Getting started in iEdison

- ❖ If the recipient does not have a current account with iEdison, they can [Request to Register an iEdison Organization](#). Please note that registration can take 7-10 days so it is a best practice to register early.
- ❖ iEdison has numerous FAQs, tip sheets, and videos. Visit their [Resources Page](#) to access these tools.
- ❖ The [Inventor User Guide](#) is an especially helpful resource.
 - Information on Registering your Organization in iEdison is on p.9.
 - iEdison reporting information starts on p.15 and will help the recipient create an Invention Report as well as to create a Patent Report for the subject invention (p.75 of user guide). Patent reports are required when a recipient has filed a patent application for the subject invention.

Additional Resources

- ❖ iEdison [Resources Page](#) for FAQs, tip sheets, and training videos.
- ❖ iEdison HelpDesk: 301-435-1986; (Press option 3) or edison@od.nih.gov.