

## **Procedure to request filing a Provisional Patent at Fayetteville State University:**

Even though this is preliminary, the following data is needed by FSU evaluators in order to make a recommendation to either file or not file (go/no-go) a provisional patent with the United States Patent and Trademark Office (USPTO - <http://www.uspto.gov/>):

1. Prior art search data needed, including the following:  
A background and prior art literature search about the subject matter and about the claimed invention, indicating existence or non-existence of similar claim or parallel research. The search document should contain the following:
  - a. Literature search with complete citations, (**For Internal Evaluation, only**)
  - b. The search engine used and the list of sites searched to compile the data for the prior art and the results, (**For Internal Evaluation, only**), especially if no data is found.
  - c. Search results from USPTO site. (**For Internal Evaluation, only**)
  
2. Technical background:  
This section should include the background of the research conducted by the inventor, the process of producing the invention with figures and tables as needed; no more than few pages is required.
  
3. Inventor(s):  
List of inventor or inventors including full contact information: specifically, mailing address, email, and contact phone. The primary inventor must be identified.
  
4. Invention site,  
Indicate where the research was conducted, where the data for the invention was generated, where the original idea was formed, discussed, and matured, where the invention work was conducted and a list of sponsors, if any.
  
5. Assignment document (FSU or UNC-GA standard document, if any at this time)  
It is outmost important that the assignment document is signed by the inventor's' and submitted, with the provisional patent documents to the FSU Research Office, as soon as possible, but no later than the day of provisional patent filing by FSU.

The invention should be presented in writing as well as orally to the representatives from the FSU's Research Office in order to make recommendations for the decision of a go/no-go provisional patent filing.

The provisional patent is not a full patent disclosure, the inventor must prepare a more detailed and completed documentation for the FSU administration in order to review and make the final decision within 9 months after the provisional patent filing.