Technology Review Process

Process for Review of Technology Disclosure Forms and Determination Regarding Patent Prosecution

1. Inventor(s) submit Technology Disclosure Form to [OPRA@sunypoly.edu](mailto:OPRA@sunypoly.edu) with OPRA intake form. TTO reviews form for completeness and consults with inventor(s), if needed.
2. TTO assigns unique SUNY Poly reference number, enters into database, and sends receipt email to inventor(s).
3. Inventor(s) complete and sign Technology Disclosure Form. TTO requests and inventor(s) submit completed Technology Assessment Form.
4. TTO notifies sponsor, if any, and if required. TTO/inventor(s) review for any other disclosure/notification requirements.
5. If requested by inventor(s) in connection with commercialization efforts, TTO will review non-confidential summary and post on RF website (http://www.rfsuny.org/our-work/innovation-and-partnerships/available-technologies/).
6. TTO submits Technology Disclosure Form and Technology Assessment Form to Patent Review Board.
7. Board seeks clarification, additional information, and/or presentation by the inventor(s).
8. Board recommends pursuing (i) provisional patent, (ii) non-provisional patent, (iii) improvements by inventors for commercialization potential, or (iv) offer of release of technology to inventor(s).
9. TTO provides Board recommendation to Operations Manager for decision, which decision is in the complete discretion of the Operations Manager and may be influenced by any number of factors, including funding/sponsorship.
10. TTO notifies inventor(s) of and implements Operations Manager’s decision.

Process for Continued Review of Patent Portfolio

1. TTO periodically reviews patents as issue fees and maintenance payments become due.
2. TTO requests that inventor(s) submit updates regarding sponsorship and funding, including, as required, updated Technology Assessment Form or any other materials the TTO deems relevant.
3. When determined by the TTO and the Operations Manager that a patent merits further review, TTO provides an update as to status, and any necessary materials, to the Board for review.
4. Board seeks clarification, additional information, and/or presentation by the inventor(s).
5. Board recommends (i) continuing to support patent prosecution by paying relevant fee(s) or (ii) discontinuing payment and offering to release technology to the inventor.
6. TTO provides Board recommendation to Operations Manager for decision, which decision is in the complete discretion of the Operations Manager and may be influenced by any number of factors, including funding/sponsorship.
7. TTO notifies inventor(s) of and implements Operations Manager’s decision.