

Frequently Asked Questions

When should new technology be reported?

A new technology report should be filed when there has been any technology development. This includes any invention, discovery, improvement, or innovation you make whether or not it is patentable. However, you may need to report if you plan to discuss your technology with non-JPL personnel. If you still have questions, please contact the Innovative Technology Assets Management Office.

May I discuss my technology with an outside company?

You may discuss the technology if a non-disclosure agreement (NDA) is in place with the company, or if a patent has been filed. For an NDA, contact Ray Lemus, ext. 3-3460.

Whom do I contact if I want to transfer my software to a university or industry partner?

If you need to transfer your software to a university or industry partner that is under contract with JPL, contact the JPL contract administrator. For all other requests (including transfers to other NASA centers) contact Brian Morrison, the Software Release Authority, ext. 4-2458.

If I do not believe that my new technology can be patented, do I still need to report it?

Absolutely! All JPL employees are under contractual obligation to report the development of new technology to NASA in a timely manner, regardless of potential patent filing.



Contact Information:

Innovative Technology Assets Management Office (ITAMO)

New Technology Reporting

- Carla Bagdasaryan, ext. 3-3421
- Christopher Jagers, ext. 3-4904

Software Dissemination

- Brian Morrison, ext. 4-2458

Space Act Awards

- Christopher Jagers, ext. 3-4904
- Rani Kamarga, ext. 3-7995

Office of Technology Transfer (OTT)

Licensing

- Dan Broderick, ext. 161-8644

Office of General Counsel (OGC)

Patent Waivers

- Oral Caglar, ext. 3-6861

Contracts Management Office (CMO)

Non-Disclosure Agreements

- Ray Lemus, ext. 3-3460

Web sites of Interest

- To learn more about the NTR process and Space Act Awards: <http://ntr>
- To complete the NTR forms: <http://ebis>
- To get a paper, poster or Web site cleared: <http://documentreview>
- To learn about the royalty sharing plan: <http://ogc.caltech.edu/forms/patentpolicy>
- Non-Disclosure agreements: <http://nda>

National Aeronautics and Space Administration

Jet Propulsion Laboratory
California Institute of Technology
Pasadena, California

www.nasa.gov

JPL D-33976 Rev. 3 1/12

National Aeronautics and
Space Administration



Maintaining Our
Competitive Edge

Safeguarding Your Innovations

A Simple Guide to
New Technology
Reporting

Invention

Inventions, from a composition of matter to new software, are patentable if they meet specific criteria: Are they novel, useful and non-obvious?

The Innovative Technology Assets Management Office offers guidance through the patent and copyright process.

Report It

If you believe you have created a new technological spin or have a new idea, regardless of whether it is complete or totally independent of any other technology, you must report it. The idea can be in concept form only, or it can be an improvement on an existing patent or idea.

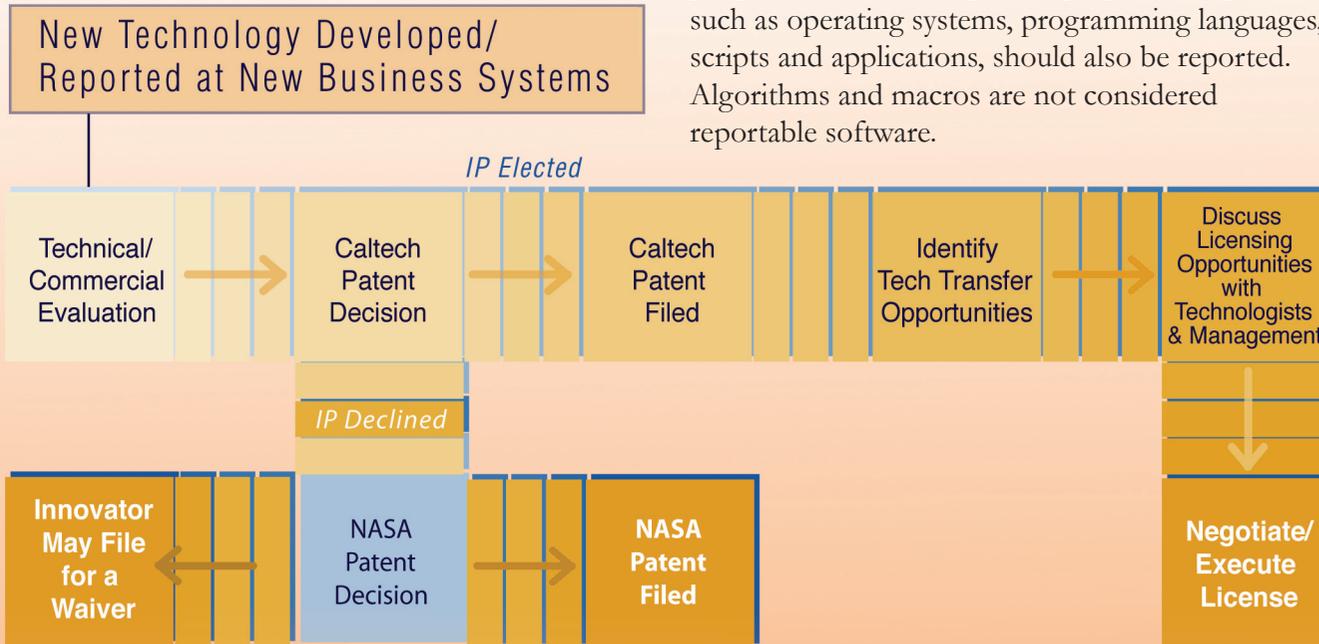
Examples include module, component, breadboard validation and software programs. Software programs that run on general-purpose computers, such as operating systems, programming languages, scripts and applications, should also be reported. Algorithms and macros are not considered reportable software.

Benefits of Reporting

- Showcase core competencies
- Establish leadership position
- Become eligible for Space Act Awards
- Have opportunity to patent
- Enjoy licensing potential
- Participate in royalty sharing plan

Documenting your new technology ensures:

- A stronger portfolio of JPL-developed technologies.
- The mitigation of infringement claims.
- That JPL contributors are recognized with monetary Space Act Awards.



Presenting or Publishing Innovations

Filing an NTR is required before any enabling presentations or publications are approved by Document Review.

Failure to report your new technology prior to disclosures may compromise Caltech's or NASA's ability to patent the technology.

Guide to Protecting Your Intellectual Property

Laboratory Notebooks

A thorough laboratory notebook is an essential part of scientific research and development because it provides an accurate record of what has been done. Laboratory notebooks are the basis for reports and publications and can be used to establish precedent.

Non-Disclosure Agreements (NDA)

Sometimes known as a confidential disclosure agreement (CDA) or proprietary information agreement (PIA), an NDA is a legally binding contract between parties that protects against the dissemination of proprietary information disclosed under an agreement.

New Technology Reports (NTR)

An NTR form enables a contributor or developer of new technology to report the technology to Caltech and NASA. The NTR may establish the basis for a subsequent patent application.

