

Subject: Patent Committee Charter	Effective Date: December 18, 2013	Initiated by: Head, Technology Transfer
	Supersedes: NEW	Approved: Director

Introduction

The Patent Committee, appointed by the Director, is responsible for the administration of PPPL's inventions and patent program.

Membership

Generally the Patent Committee is headed by the Head of Technology Transfer. The Deputy Director for Operations will be the Ex-Officio Head of the Patent Committee. General membership will be representative of the various staffs at the Laboratory in order to be able to provide appropriate Invention Disclosure evaluations. Membership will be adjusted every three years. The Patent Committee also includes members of the administrative staff that are involved with the Invention Disclosure process:

- Lewis D. Meixler (Chairperson), Head, Technology Transfer
- Adam Cohen, Deputy Director (ex officio)
- Philip C. Efthimion, Head, Plasma Science & Technology Department
- Charles Gentile, Head, Tritium Systems
- Terry E. Greenberg, Administrative Assistant
- Andrew Zwicker, Head, Science Education
- Jackie Pursell, Budget Officer
- Robert Kaita, Principle Research Physicist
- Ceil O'Brien, Publications & Reports Office
- Charles H. Skinner, Plasma Boundary Physics
- Michael D. Williams, Associate Laboratory Director, Engineering and Infrastructure
- Erik Gilson, Research Physicist
- Irving Zatz, Engineer

Responsibilities

The mission of the Patent Committee is to:

- 1) Encourage and assist in the submission of Invention Disclosures by members of the laboratory.
- 2) Evaluate the Invention Disclosures received to assure that they are complete, technically sound and sufficiently documented for evaluation.
- 3) Work with the Princeton University Office of Technology Licensing to help determine whether to protect the invention and aid in the development of a commercialization strategy for those technologies considered for patenting.
- 4) Maintain liaison with the inventors on the progress of their Invention Disclosures.
- 5) Prepare and update PPPL patent policies and procedures.
- 6) Arranges for an annual dinner to provide recognition and encouragement for Invention Disclosures from the PPPL Staff and their collaborators.

Background

When there is an invention or new discovery at the Laboratory, the Inventors are required to record the invention using the appropriate Invention Disclosure forms. The Invention Disclosure is used to inform the laboratory, the Princeton University Office of Technology Licensing and the Department of Energy (DOE) of the inventions and discoveries made at the laboratory and is the starting point for preparing a patent application if the Princeton University Office of Technology Licensing or the Department of Energy (DOE) decides to protect inventions that may be patentable. PPPL employees are obligated to assign title (ownership) to any patentable invention to Princeton University or, to the DOE if Princeton University declines title. In the event that the DOE declines title to the invention the PPPL employee has the option to request a waiver from DOE and take title to the invention. If a waiver is granted, the employee may file or continue prosecution for those patent applications on their own or through their own private patent agent/attorney.

The Significance of the Invention Disclosure

An Invention Disclosure is an important legal document that starts the patent process by identifying various aspects of the invention proposed to be patented. This document briefly describes the invention and its achieved advantages, date of conception, and novel features. A record of invention also includes (but is not limited to) design sketches, funding source, related or referenced publications or patents, laboratory notebook entries, information on the contributing collaborators, and public disclosure information. The Invention Disclosure is very important because it officially starts the process of review by the Patent Committee and the Princeton University Office of Technology Licensing of the invention to determine whether patent protection will be sought. The Patent Committee aids in the preparations and completion of the Invention Disclosure. The Invention Disclosure helps to start the patent process, which is now even more important because of the new "First to File" United State patent system.

Note: An Invention Disclosure is NOT a patent application and therefore should not be made public.