

- 1.** The In-depth reviewer must completely understand the invention so that he/she can convey to the committee a clear picture of the invention. The In-depth reviewer will contact the Research Leader and the inventor(s) to discuss the invention with respect to the science of the invention, the application of the invention and/or the problem solved by the invention, the impact of the invention, and the identification of stakeholders and customers.

- 2.** At the meeting the in-depth reviewer will describe the invention and share all information from the inventors and Research Leaders. Questions can be asked of the in-depth reviewer by anyone attending the committee.

- 3.** After the invention is described and understood, the Committee Chairperson will introduce the committee criteria questions one at a time for input by the committee members, the Office of Technology Transfer, Technology Transfer Coordinators, Line Managers, and the National Program Leader. The Committee Criteria Questions are:
 - a.** Is there current commercial interest in the invention or a high probability of commercialization in the future?

 - b.** Is the magnitude of the market relative to the cost of commercialization large enough to warrant a patent?

 - c.** Would the patent likely play a significant role in transferring the technology to the ultimate user beyond what could be achieved through publication?

 - d.** Would a patent on this invention be enforceable, i.e., is the invention drawn to, or does it employ a unique and readily identifiable material or device which could be bought or sold?

 - e.** Is the invention of sufficient scope to justify patenting? This relates to the scope of the claims that could be written. Would the claims be hard to invent around?

- 4.** During the presentation, the In-depth reviewer should avoid presenting his or her views on whether the invention should be approved, deferred or suspended.

- 5.** The Chairperson can monitor the discussion of the 5 questions and then call for a vote when it appears the discussion is complete.

6. The Chairperson calls for a vote for recommendation. The votes are:
 - a. Approve-a patent application will be filed
 - b. Defer-additional data is needed to write a strong patent application, a commercial partner is need to further reduce the invention to practice. The voter must give his or her reason for voting to defer an invention disclosure.
 - c. Suspend One-A patent is not needed to transfer the technology or it is not in the agency's best interest to seek patent protection on the invention.
 - d. Suspend Two-The inventors do not have any data or not enough data for the committee to make a recommendation. The inventors will be requested to submit a new invention disclosure when they have reduced the invention to practice.