

Technology Transfer Program



**Process Asset Library
Office of Information and Technology**

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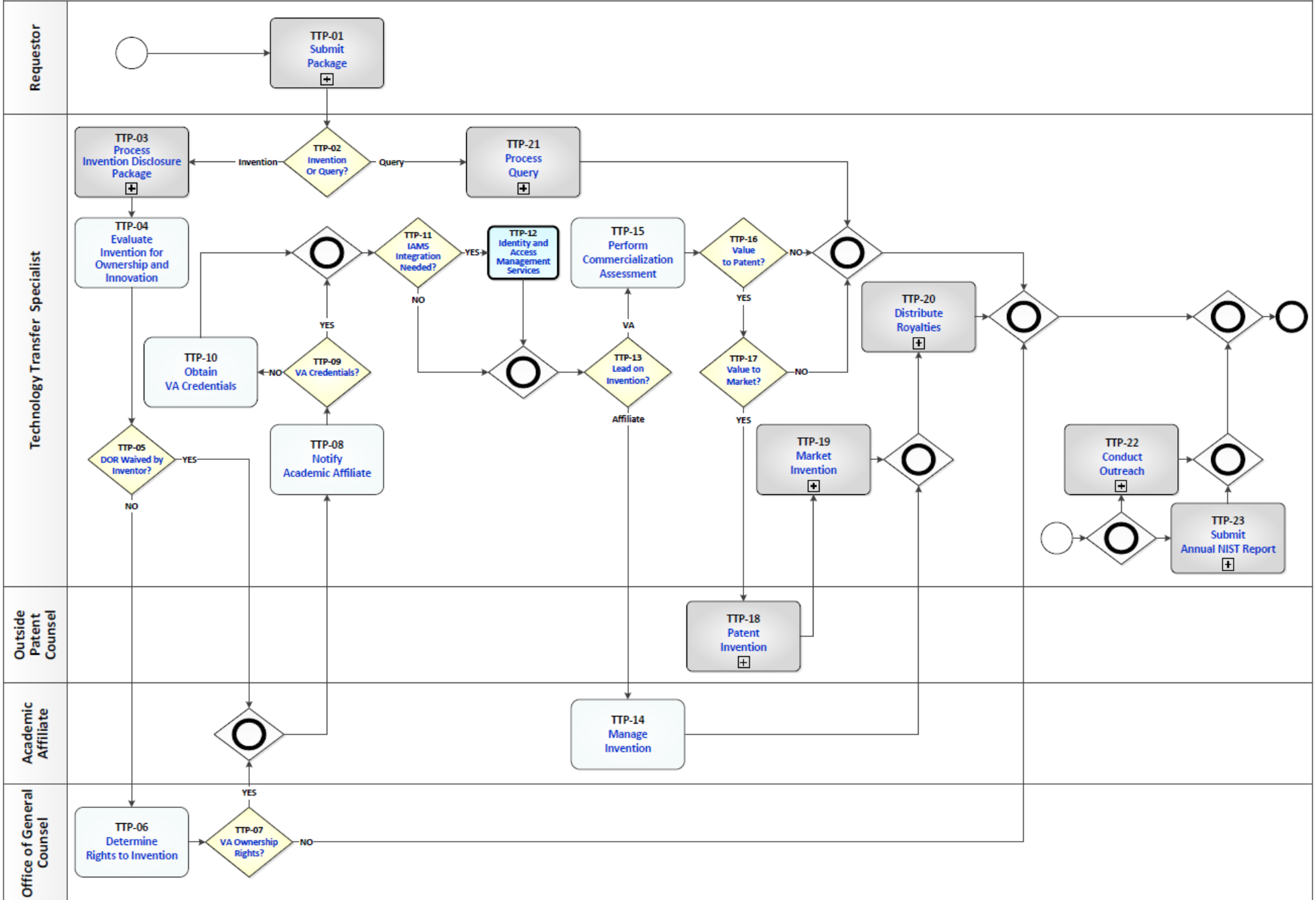
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Technology Transfer Program Process Maps

Technology Transfer Program (TTP)

BRAVE (Bringing Research Advancements for Veterans to Everyone!)

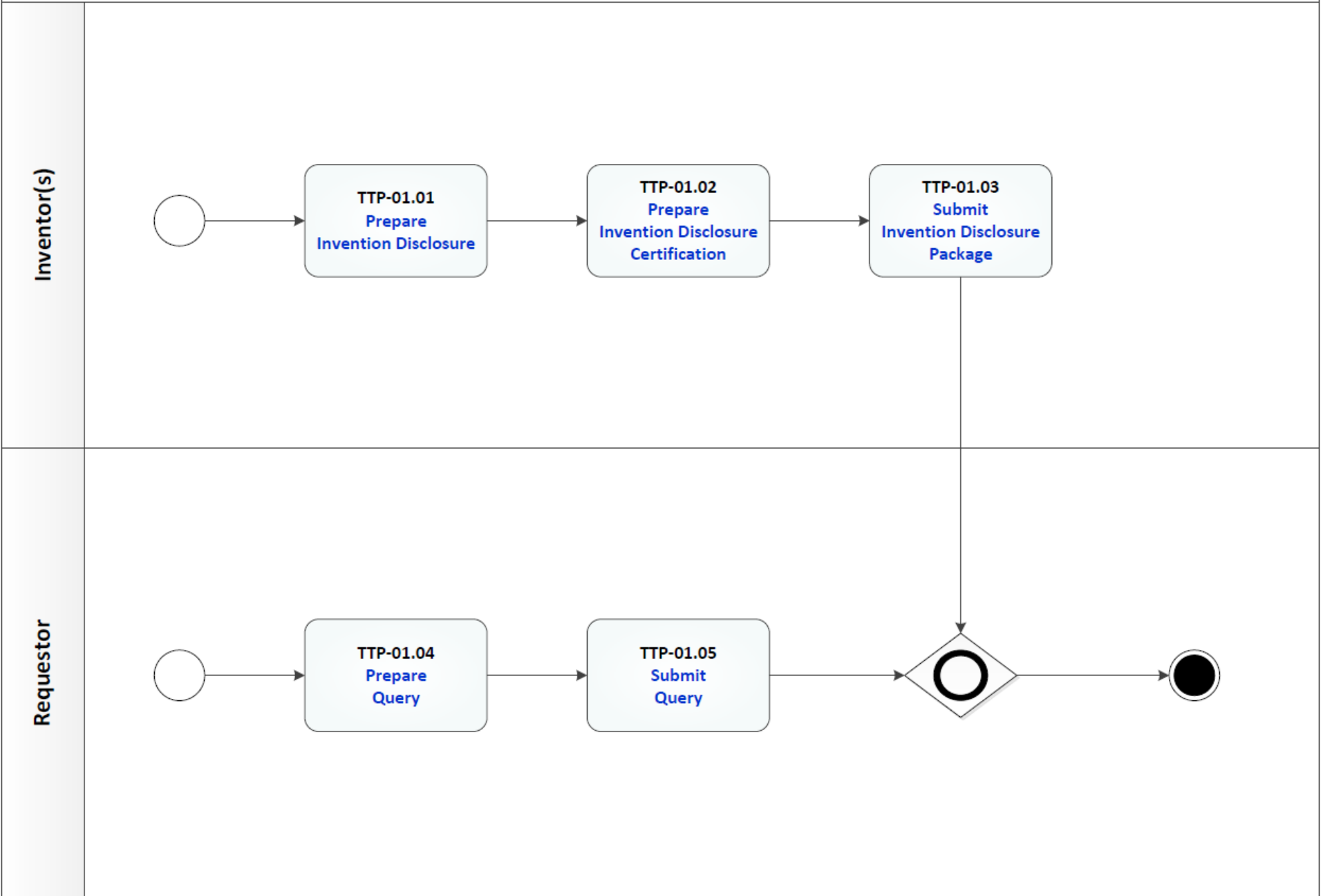
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Technology Transfer Program: TTP-01 Submit Package

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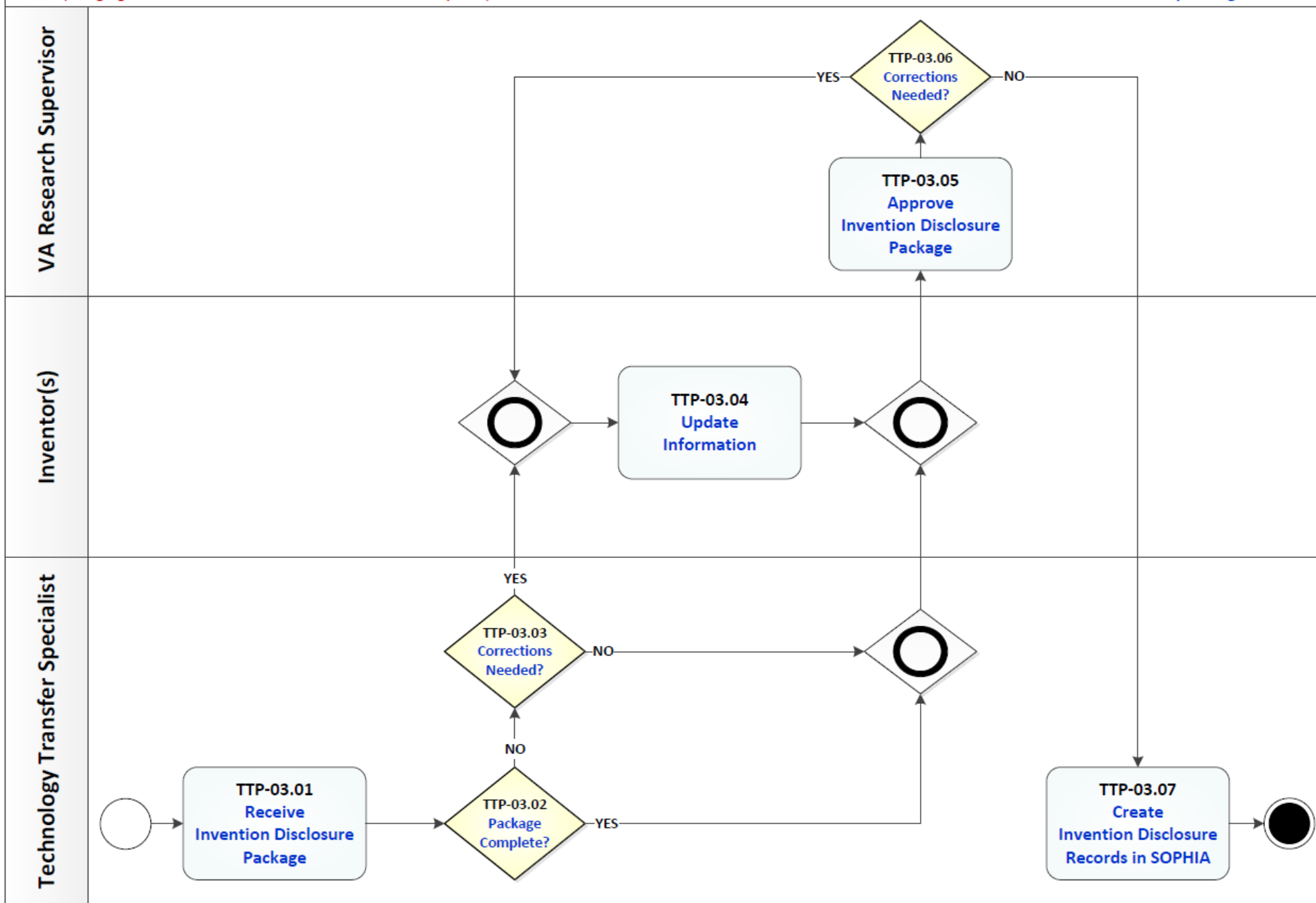
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Technology Transfer Program: TTP-03 Process Invention Disclosure Package

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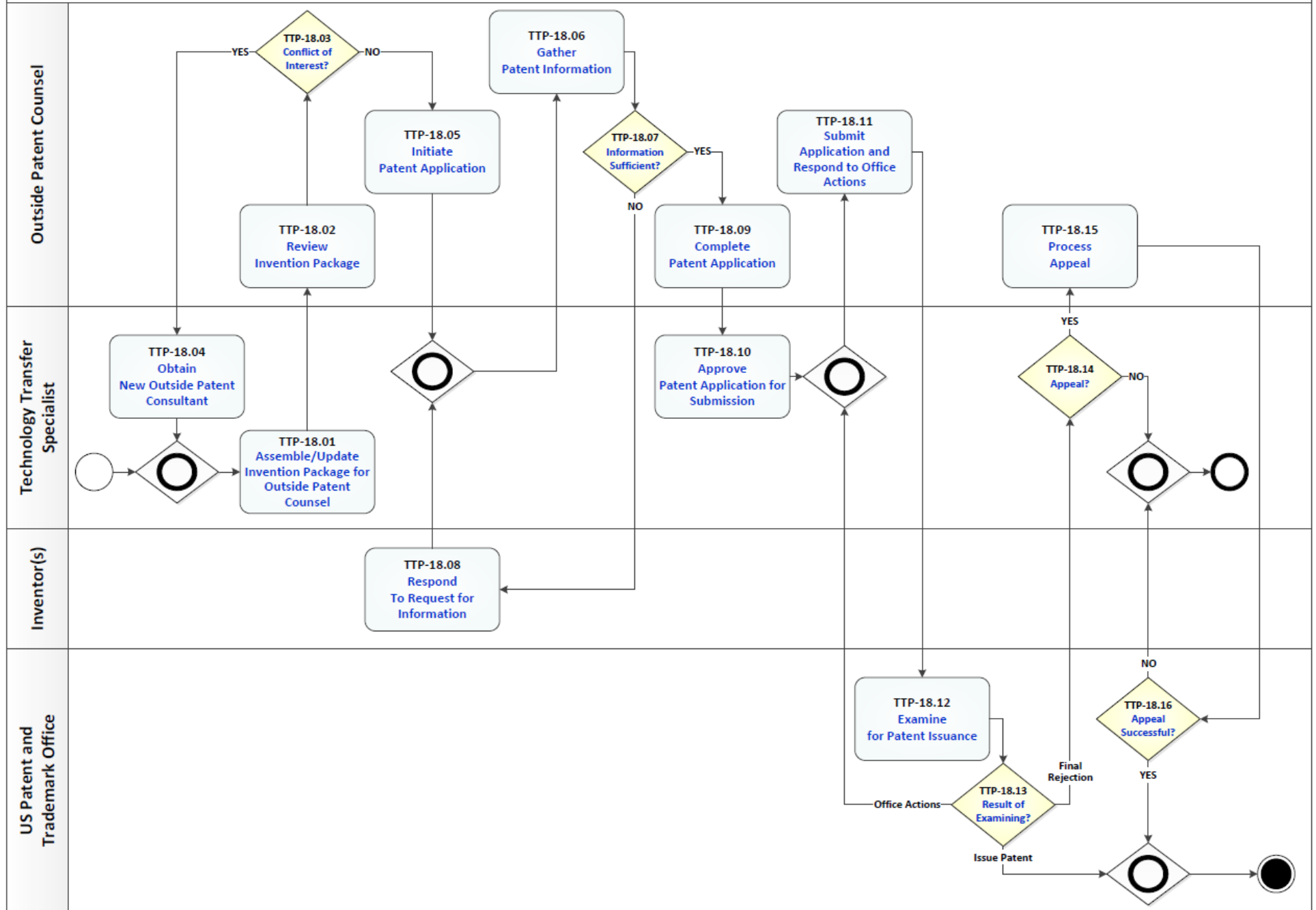
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Technology Transfer Program: TTP-18 Patent Invention

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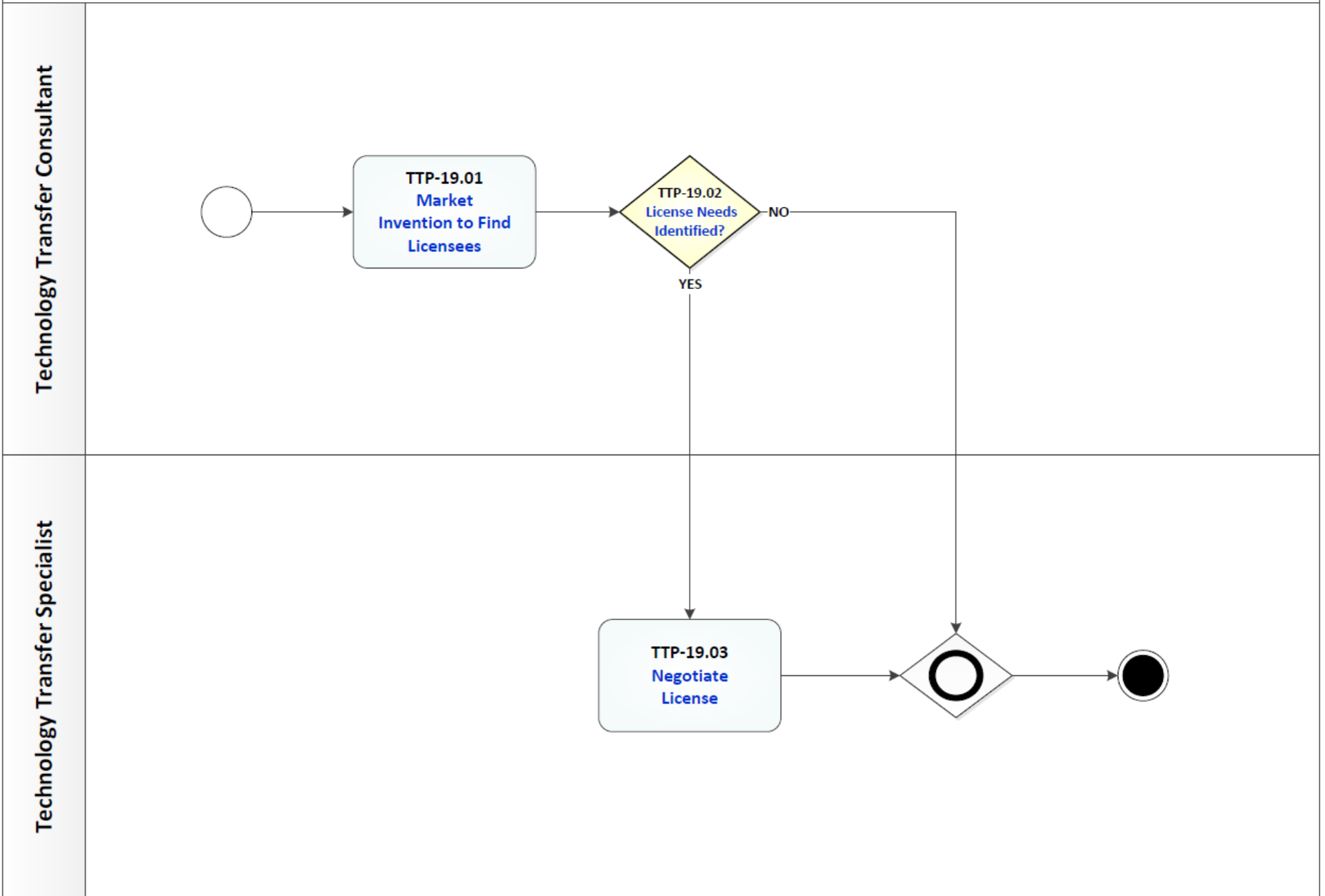
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Technology Transfer Program: TTP-19 Market Invention

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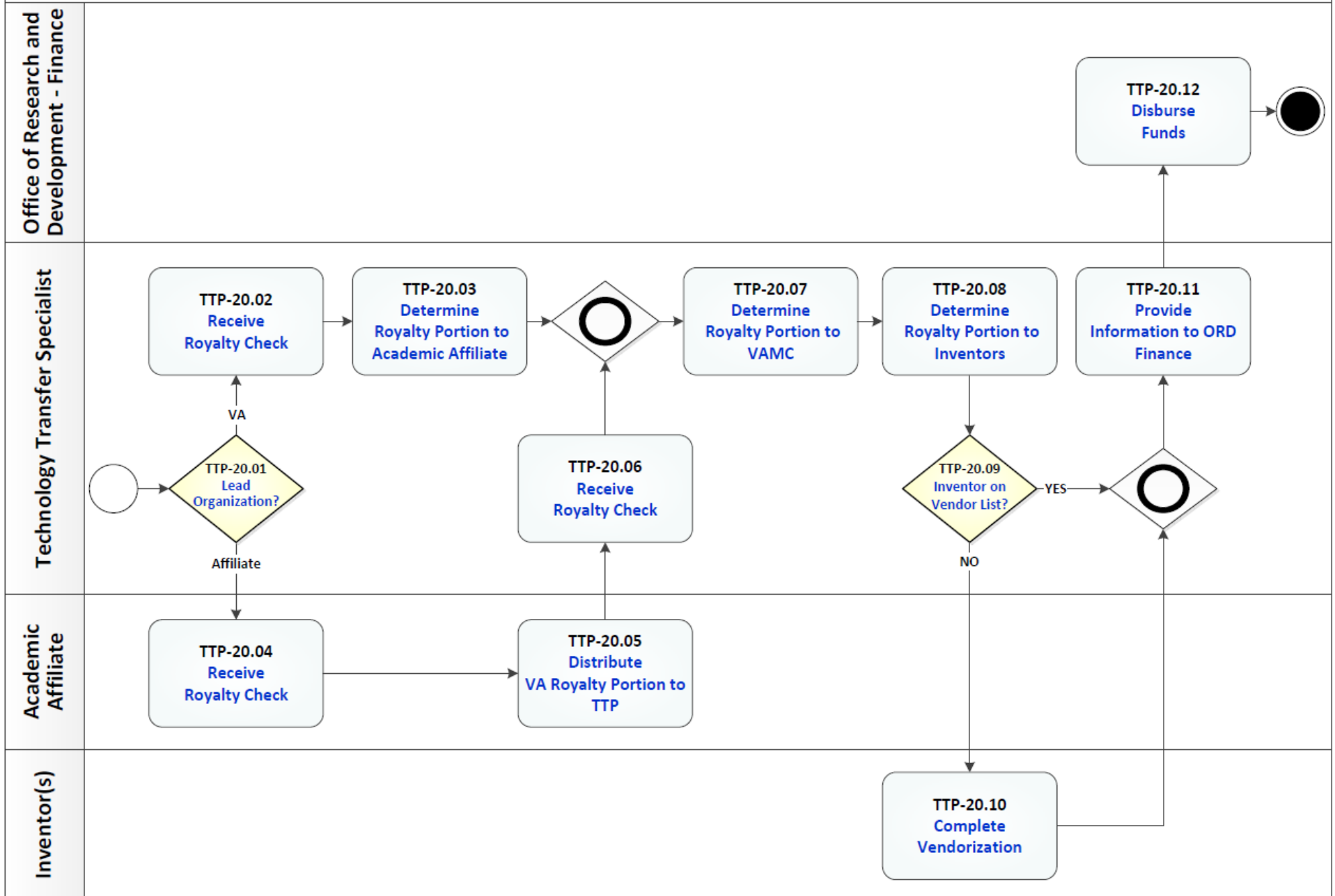
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Technology Transfer Program: TTP-20 Distribute Royalties

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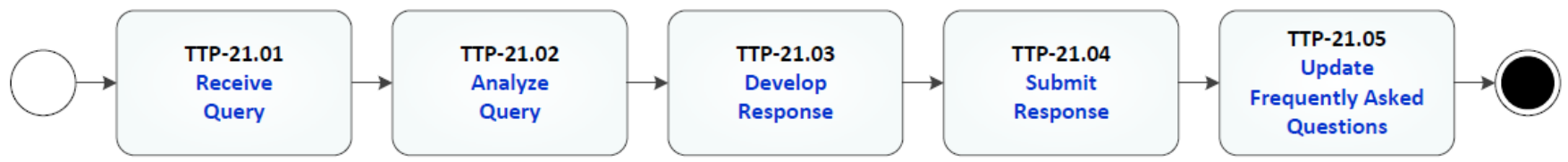


Technology Transfer Program: TTP-21 Process Query

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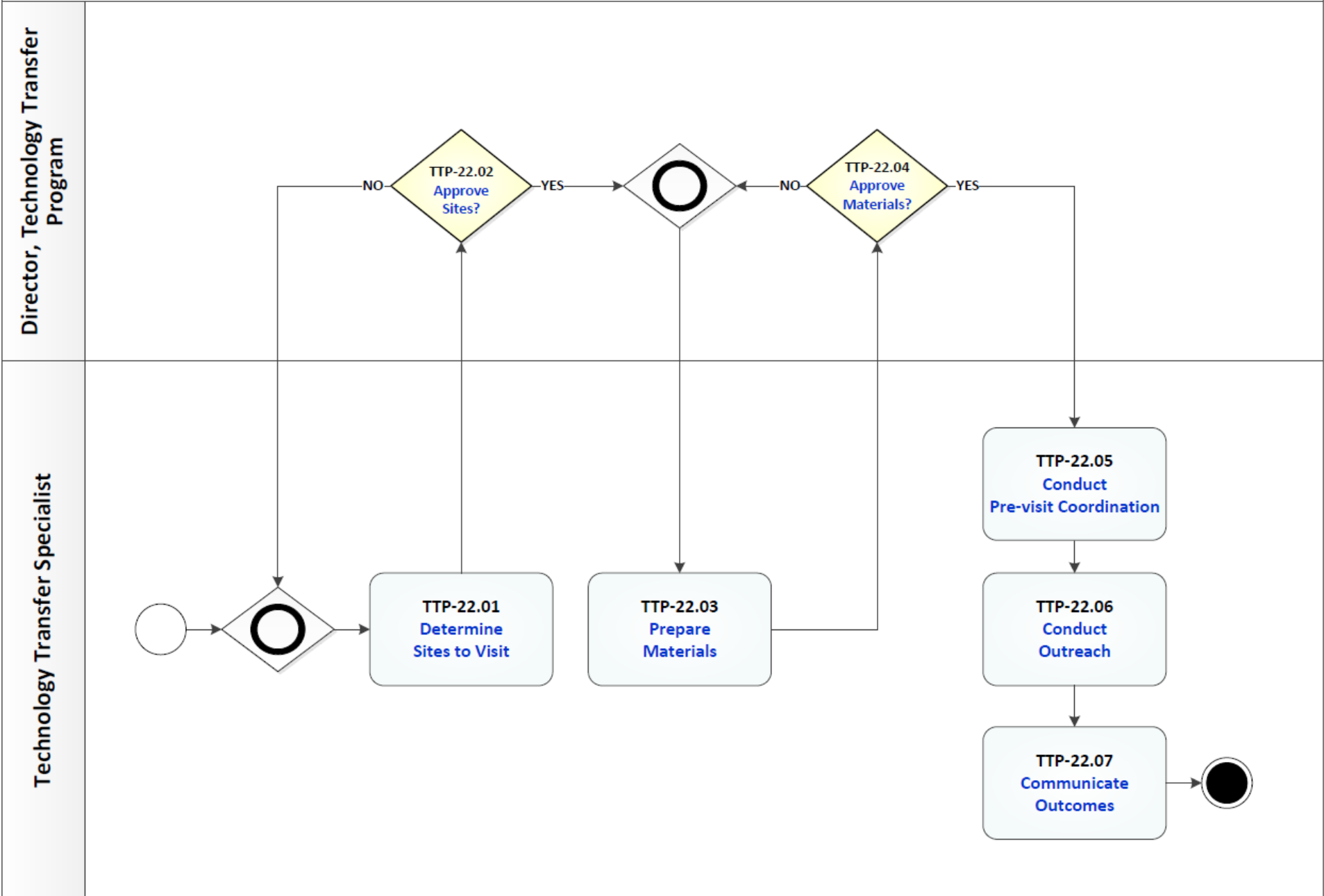
Technology Transfer Specialist



Technology Transfer Program: TTP-22 Conduct Outreach

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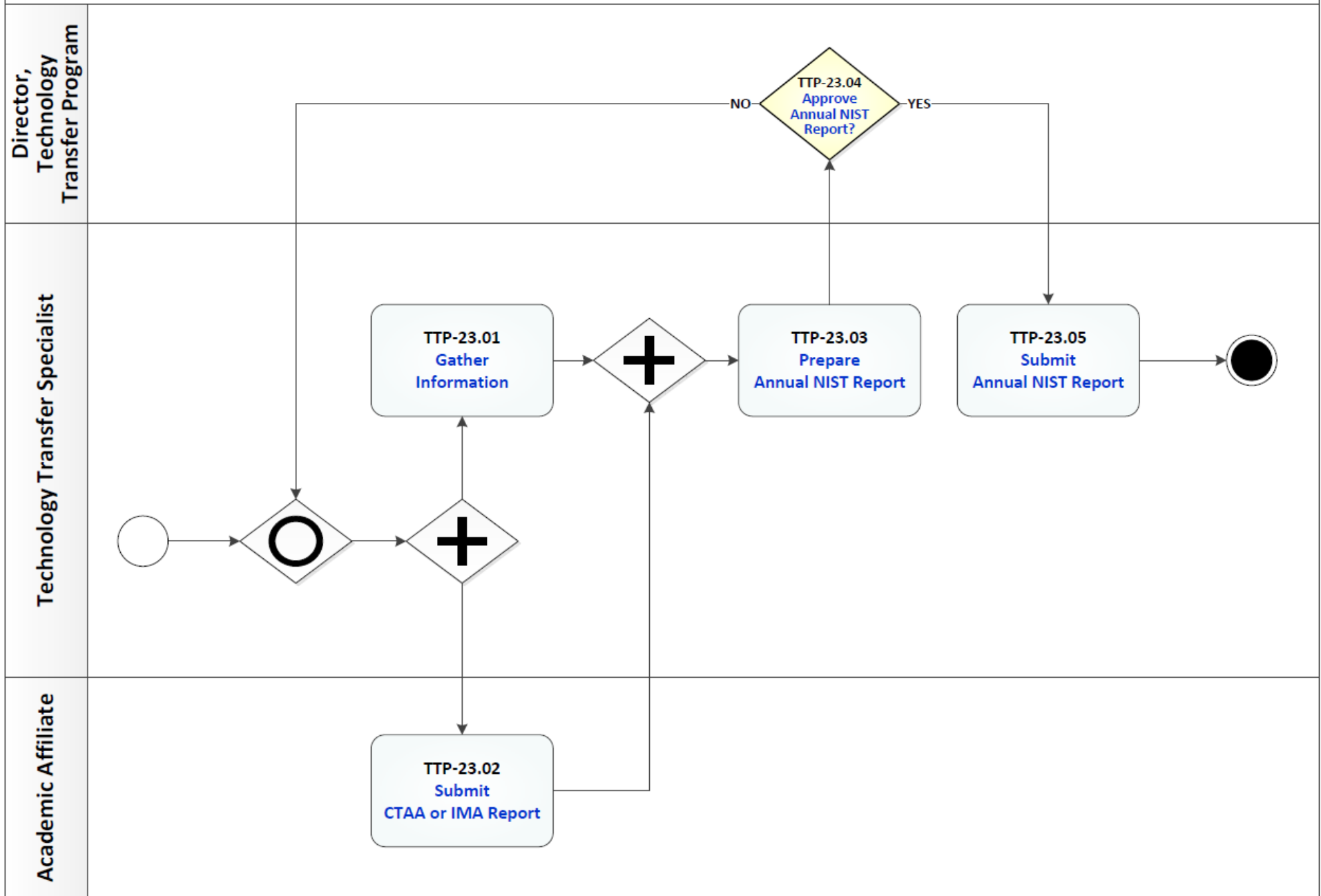
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Technology Transfer Program: TTP-23 Submit Annual NIST Report

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Process: Technology Transfer Program

Overview: The process map for Technology Transfer Program cycles through the following process and review activities:

- TTP-01 Submit Package
 - TTP-01.01 Prepare Invention Disclosure
 - TTP-01.02 Prepare Invention Certification
 - TTP-01.03 Submit Invention Disclosure Package
 - TTP-01.04 Prepare Query
 - TTP-01.05 Submit Query
- TTP-02 Invention or Query?
- TTP-03 Process Invention Disclosure Package
 - TTP-03.01 Receive Invention Disclosure Package
 - TTP-03.02 Package Complete?
 - TTP-03.03 Corrections Needed?
 - TTP-03.04 Update Information
 - TTP-03.05 Approve Invention Disclosure Package
 - TTP-03.06 Corrections Needed?
 - TTP-03.07 Create Invention Disclosure Records in SOPHIA
- TTP-04 Evaluate Invention for Ownership and Innovation
- TTP-05 DOR Waived by Inventor?
- TTP-06 Determine Rights to Invention
- TTP-07 VA Ownership Rights?
- TTP-08 Notify Academic Affiliate
- TTP-09 VA Credentials?
- TTP-10 Obtain VA Credentials
- TTP-11 IAMS Integration Needed?
- TTP-12 Identity and Access Management Services
- TTP-13 Lead on Innovation?
- TTP-14 Manage Invention
- TTP-15 Perform Commercialization Assessment
- TTP-16 Value to Patent?
- TTP-17 Value to Market?
- TTP-18 Patent Invention
 - TTP-18.01 Assemble / Update Invention Disclosure Package for Outside Patent Control
 - TTP-18.02 Review Invention for Conflict of Interest
 - TTP-18.03 Conflict of Interest?
 - TTP-18.04 Obtain New Outside Patent Counsel
 - TTP-18.05 Initiate Patent Application
 - TTP-18.06 Gather Patent Information
 - TTP-18.07 Information Sufficient?
 - TTP-18.08 Respond to Request for Information
 - TTP-18.09 Complete Patent Application
 - TTP-18.10 Approve Patent Application for Submission
 - TTP-18.11 Submit Application and Respond to Office Actions

TTP-18.12 Examine for Patent Issuance
TTP-18.13 Result of Examining?
TTP-18.14 Appeal?
TTP-18.15 Process Appeal
TTP-18.16 Appeal Successful?
TTP-19 Market Invention
TTP-19.01 Market Invention to Find Licenses
TTP-19.02 License Needs Identified?
TTP-19.03 Negotiate License
TTP-20 Distribute Royalties
TTP-20.01 Lead Organization?
TTP-20.02 Receive Royalty Check
TTP-20.03 Determine Royalty Portion to Academic Affiliate
TTP-20.04 Receive Royalty Check
TTP-20.05 Distribute VA Royalty Portion to TTP
TTP-20.06 Receive Royalty Check
TTP-20.07 Determine Royalty Portion to VAMC
TTP-20.08 Determine Royalty Portion to Inventors
TTP-20.09 Inventor on Vendor List?
TTP-20.10 Complete Vendorization
TTP-20.11 Provide Information to ORD Finance
TTP-20.12 Disburse Funds
TTP-21 Process Query
TTP-21.01 Receive Query
TTP-21.02 Analyze Query
TTP-21.03 Develop Response
TTP-21.04 Submit Response
TTP-21.05 Update Frequently Asked Questions
TTP-22 Conduct Outreach
TTP-22.01 Determine Sites to Visit
TTP-22.02 Approve Sites?
TTP-22.03 Prepare Materials
TTP-22.04 Approve Materials?
TTP-22.05 Conduct Pre-visit Coordination
TTP-22.06 Conduct Outreach
TTP-22.07 Communicate Outcomes
TTP-23 Submit Annual NIST Report
TTP-23.01 Gather Information
TTP-23.02 Submit CTAA or IMA Report
TTP-23.03 Prepare Annual NIST Report
TTP-23.04 Approve Annual NIST Report?
TTP-23.05 Submit Annual NIST Report

Technology Transfer Program Description and Goals

Description

The VA Technology Transfer Program (TTP) is committed to transferring research resulting in inventions that address veteran needs into commercially viable products that can be patented and licensed for use. TTP functions as a liaison between VA researchers and industry partners to facilitate the technology transfer process. The conception of an invention initiates the technology transfer process. An invention is typically conceived within the context of a research project. The conception of the invention may involve an individual or several individuals, sometimes from other institutions or who practice in a VA medical facility under a joint appointment. The invention can also be the result of a collaborative research agreement.

Goals

- Accurate and timely reporting and recording of the development of the discovery
- The efficient and formal disclosure of the invention which allows the inventor to clearly describe the innovation, its possible commercial applications, and record individuals who were involved in the invention process
- The evaluation of the invention disclosure to determine ownership rights, the commercialization potential and patentability of the technology
- The protection of the invention, typically in the form of a US patent and through foreign patents as warranted
- The commercialization of the invention to attract licensing opportunities including research material that is not patentable but has some commercial application and benefit
- The licensing of the technology which defines the rights, responsibilities, exclusivity, and terms of the agreement
- The management of royalty payments and compliance with the license agreement under which a percentage of royalties will go to the inventor and a portion are retained by the VA to be reinvested for the development of additional technologies that can meet other veteran health needs.

Technology Transfer Program RACI Information

The following describes the RACI information for this process:

TTP-01.01 Prepare Invention Disclosure

Responsible Role: Inventor(s)

Accountable Role: Inventor(s)

Consulted Role: Technology Transfer Specialist

Informed Role: None Listed

TTP-01.02 Prepare Invention Certification

Responsible Role: Inventor(s)

Accountable Role: Inventor(s)

Consulted Role: Technology Transfer Specialist

Informed Role: None Listed

Accountable Role: Requestor

Consulted Role: Technology Transfer Program Support Staff

Informed Role: None Listed

TTP-01.03 Submit Invention Disclosure Package

Responsible Role: Inventor(s)

Accountable Role: Inventor(s)

Consulted Role: Technology Transfer Specialist

Informed Role: None Listed

TTP-01.04 Prepare Query

Responsible Role: Inventor(s)

Accountable Role: Inventor(s)

Consulted Role: None Listed

Informed Role: None Listed

TTP-01.05 Submit Query

Responsible Role: Requestor

TTP-02 Invention or Query?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-03.01 Receive Invention Disclosure Package

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Requestor

Informed Role: None Listed

TTP-03.02 Package Complete?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Inventor(s)

Informed Role: Stakeholders

TTP-03.03 Corrections Needed?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-03.04 Update Information

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: Inventor(s)
Informed Role: None Listed

TTP-03.05 Approve Invention Disclosure Package

Responsible Role: VA Research Supervisor
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: Stakeholders

TTP-03.06 Corrections Needed?

Responsible Role: VA Research Supervisor
Accountable Role: VA Research Supervisor
Consulted Role: None Listed
Informed Role: None Listed

TTP-03.07 Create Invention Disclosure Records in SOPHIA

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: None Listed

TTP-04 Evaluate Invention for Ownership and Innovation

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: Office of General Counsel
Informed Role: Stakeholders

TTP-05 DOR Waived by Inventor?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Inventor(s); Office of General Counsel

Informed Role: Stakeholders

TTP-06 Determine Rights to Invention

Responsible Role: Office of General Counsel

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-07 VA Ownership Rights?

Responsible Role: Office of General Counsel

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Technology Transfer Specialist

TTP-08 Notify Academic Affiliate

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Academic Affiliate

TTP-09 VA Credentials?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-10 Obtain VA Credentials

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Inventor(s); Academic Affiliate

Informed Role: Stakeholders

TTP-11 IAMS Integration Needed?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-12 Identity and Access Management Services

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-13 Lead on Innovation?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-14 Manage Invention

Responsible Role: Academic Affiliate

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-15 Perform Commercialization Assessment

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Inventor(s)

Informed Role: None Listed

TTP-16 Value to Patent?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-17 Value to Market?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-18.01 Assemble / Update Invention Disclosure Package for Outside Patent Control

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, VA Integrated Operations Center

Consulted Role: Outside Patent Counsel

Informed Role: Stakeholders

TTP-18.02 Review Invention for Conflict of Interest

Responsible Role: Outside Patent Counsel

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-18.03 Conflict of Interest?

Responsible Role: Outside Patent Counsel

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders; Inventor(s)

TTP-18.04 Obtain New Outside Patent Counsel

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Director, Technology Transfer Program; Office of General Counsel

Informed Role: Stakeholders

TTP-18.05 Initiate Patent Application

Responsible Role: Outside Patent Counsel

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Inventor(s); Stakeholders

TTP-18.06 Gather Patent Information

Responsible Role: Outside Patent Counsel

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-18.07 Information Sufficient?

Responsible Role: Outside Patent Counsel
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: Stakeholder Offices

TTP-18.08 Respond to Request for Information

Responsible Role: Inventor(s)
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: Stakeholders; IT Specialist

TTP-18.09 Complete Patent Application

Responsible Role: Outside Patent Counsel
Accountable Role: Director, Technology Transfer Program
Consulted Role: Inventor(s)
Informed Role: Stakeholders

TTP-18.10 Approve Patent Application for Submission

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: Stakeholders

TTP-18.11 Submit Application and Respond to Office Actions

Responsible Role: Outside Patent Counsel
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: Stakeholders

TTP-18.12 Examine for Patent Issuance

Responsible Role: US Patent and Trademark Office

Accountable Role: US Patent and Trademark Office

Consulted Role: None Listed

Informed Role: None Listed

TTP-18.13 Result of Examining?

Responsible Role: US Patent and Trademark Office

Accountable Role: US Patent and Trademark Office

Consulted Role: None Listed

Informed Role: None Listed

TTP-18.14 Appeal?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Inventor(s)

Informed Role: Stakeholders

TTP-18.15 Process Appeal

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Outside Patent Counsel

Informed Role: Stakeholders

TTP-18.16 Appeal Successful?

Responsible Role: US Patent and Trademark Office

Accountable Role: US Patent and Trademark Office

Consulted Role: None Listed

Informed Role: None Listed

TTP-19.01 Market Invention to Find Licenses

Responsible Role: Technology Transfer Consultant

Accountable Role: Director, Technology Transfer Program

Consulted Role: Technology Transfer Specialist; Inventor(s)

Informed Role: Stakeholders

TTP-19.02 License Needs Identified?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Technology Transfer Consultant

Informed Role: Stakeholders

TTP-19.03 Negotiate License

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-20.01 Lead Organization?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-20.02 Receive Royalty Check

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-20.03 Determine Royalty Portion to Academic Affiliate

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Inventor(s); Stakeholders

TTP-20.04 Receive Royalty Check

Responsible Role: Academic Affiliate

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

TTP-20.05 Distribute VA Royalty Portion to TTP

Responsible Role: Academic Affiliate

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders; Technology Transfer Specialist

TTP-20.06 Receive Royalty Check

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-20.07 Determine Royalty Portion to VAMC

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: VAMC

Informed Role: Stakeholders

TTP-20.08 Determine Royalty Portion to Inventors

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-20.09 Inventor on Vendor List?

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-20.10 Complete Vendorization

Responsible Role: Inventor(s)

Accountable Role: Inventor(s)

Consulted Role: None Listed

Informed Role: None Listed

TTP-20.11 Provide Information to ORD Finance

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Office of Research and Development - Finance

TTP-20.12 Disburse Funds

Responsible Role: Office of Research and Development - Finance

Accountable Role: Director, Technology Transfer Program
Consulted Role: VAMC; Inventor(s); Academic Affiliate
Informed Role: None Listed

TTP-21.01 Receive Query

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: None Listed

TTP-21.02 Analyze Query

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: None Listed

TTP-21.03 Develop Response

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: None Listed

TTP-21.04 Submit Response

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Office of Privacy and Records Management
Consulted Role: None Listed
Informed Role: None Listed

TTP-21.05 Update Frequently Asked Questions

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: None Listed

TTP-22.01 Determine Sites to Visit

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: Technology Transfer Consultant
Informed Role: Stakeholders

TTP-22.02 Approve Sites?

Responsible Role: Director, Technology Transfer Program
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: None Listed

TTP-22.03 Prepare Materials

Responsible Role: Technology Transfer Specialist
Accountable Role: Director, Technology Transfer Program
Consulted Role: Technology Transfer Consultant
Informed Role: None Listed

TTP-22.04 Approve Materials?

Responsible Role: Director, Technology Transfer Program
Accountable Role: Director, Technology Transfer Program
Consulted Role: None Listed
Informed Role: None Listed

TTP-22.05 Conduct Pre-visit Coordination

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-22.06 Conduct Outreach

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Technology Transfer Consultant

Informed Role: Stakeholders

TTP-22.07 Communicate Outcomes

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: Technology Transfer Consultant

Informed Role: Stakeholders

TTP-23.01 Gather Information

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-23.02 Submit CTAA or IMA Report

Responsible Role: Academic Affiliate

Accountable Role: Director, Technology Transfer Program

Consulted Role: Technology Transfer Specialist

Informed Role: Stakeholders

TTP-23.03 Prepare Annual NIST Report

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-23.04 Approve Annual NIST Report?

Responsible Role: Director, Technology Transfer Program

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: None Listed

TTP-23.05 Submit Annual NIST Report

Responsible Role: Technology Transfer Specialist

Accountable Role: Director, Technology Transfer Program

Consulted Role: None Listed

Informed Role: Stakeholders

Technology Transfer Program Associated Artifacts Information

Associated Artifacts information (including hyperlinks) for this process include:

Certification of Reporting for Inventions

Determination of Rights Letter Template

PIV Office Fingerprint Request Form

U.S. DEPARTMENT OF VETERANS AFFAIRS AND ___ UNIVERSITY INVENTION
MANAGEMENT AGREEMENT

VA Information Security Rules of Behavior

VA Invention Disclosure Form

Technology Transfer Program Tools and Web Sites Information

The Tools and Web Sites associated with this process (including hyperlinks) include:

Office of General Council SharePoint Site

Office of Information Security Portal

Office of Research and Development Forms and Templates

SOPHIA

Talent Management System Self Enrollment Portal

VA Office of Research & Development Policies & Procedures

VA Talent Management System (TMS)

VA Technology Transfer Program

Technology Transfer Program Standards Information

Standards associated with this process (including hyperlinks) include:

38 U.S.C.1.650 through 1.653, 37 Part 501

Federal Information Processing Standards Publications (FIPS) 186-4, Digital Signature Standard (DSS)

IAM Service Request Submission User Guide

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 6300, Records and Information Management

VA Directive 6500, VA Cybersecurity Program

VA Directive 6502, VA Enterprise Privacy Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6510, VA Identity and Access Management

VA Memorandum (VAIQ 7714283) Modified VA Information Security Rules of Behavior

VHA Directive 1200, Research and Development Program

VHA Directive 1206, Use of a Cooperative Research and Development Agreement (CRADA)

VHA HANDBOOK 1100.19 CREDENTIALING AND PRIVILEGING

VHA Handbook 1200.18, Determination of Rights for Inventions and Discoveries

Technology Transfer Program Process

Process Activity Name: TTP-01 Submit Package

Previous Activities

Process Begins

Next Activities

TTP-01.01 Prepare Invention Disclosure

And

TTP-01.04 Prepare Query

Description

The sub-process map for Submit Package cycles through the following dependent activities:

- Prepare Invention Disclosure
- Prepare Invention Disclosure Certification
- Submit Invention Disclosure Package

OR

- Prepare Query
- Submit Query

Process Activity Name: TTP-01.01 Prepare Invention Disclosure

Previous Activities

TTP-01 Submit Package

Next Activities

TTP-01.02 Prepare Invention Certification

Description

Inventor(s) prepare the invention disclosure form detailing what the invention is, what the benefit(s) from the invention may be, and who participated in creating the invention.

Input

Invention Planning Documents

Output

Invention Disclosure Form

Associated Artifacts

VA Invention Disclosure Form

Responsible Role

Inventor(s)

Accountable Role

Inventor(s)

Consulted Role

Technology Transfer Specialist

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

VA Technology Transfer Program

More Info

None Listed

Process Activity Name: TTP-01.02 Prepare Invention Certification**Previous Activities**

TTP-01.01 Prepare Invention Disclosure

Next Activities

TTP-01.03 Submit Invention Disclosure Package

Description

The Inventor(s) prepares the VA Invention Certification Form that certifies how and where invention was created, who was involved, and what resources were used.

Input

VA Invention Disclosure Form

Output

Certification of Reporting for Inventions

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

Inventor(s)

Accountable Role

Inventor(s)

Consulted Role

Technology Transfer Specialist

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

VA Technology Transfer Program

More Info

None Listed

Process Activity Name: TTP-01.03 Submit Invention Disclosure Package

Previous Activities

TTP-01.02 Prepare Invention Certification

Next Activities

TTP-02 Invention or Query?

Description

Inventor(s) submit(s) the Invention Disclosure Package to the Technology Transfer Program. The Invention Disclosure Package consists of the completed VA Invention Disclosure Form and the Certification of Reporting of Inventions.

Input

Certification of Reporting for Inventions

VA Invention Disclosure Form

Output

Invention Disclosure Package

Associated Artifacts

None Listed

Responsible Role

Inventor(s)

Accountable Role

Inventor(s)

Consulted Role

Technology Transfer Specialist

Informed Role

None Listed

Tools and Websites

Talent Management System Self Enrollment Portal

VA Talent Management System (TMS)

More Info

None Listed

Process Activity Name: TTP-01.04 Prepare Query

Previous Activities

TTP-01 Submit Package

Next Activities

TTP-01.05 Submit Query

Description

Inventor(s) prepare(s) the Query requesting information from the Technology Transfer Program (TTP) Office.

Input

None Listed

Output

Query

Associated Artifacts

None Listed

Responsible Role

Inventor(s)

Accountable Role

Inventor(s)

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

None Listed

More Info

The query may take the form of an email, a letter, a phone call, or a conversation.

Process Activity Name: TTP-01.05 Submit Query

Previous Activities

TTP-01.04 Prepare Query

Next Activities

TTP-02 Invention or Query?

Description

Requestor(s) submit a query requesting information from the Technology Transfer Program (TTP) Office.

Input

Query

Output

Submitted Query

Associated Artifacts

None Listed

Responsible Role

Requestor

Accountable Role

Requestor

Consulted Role

Technology Transfer Program Support Staff

Informed Role

None Listed

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-02 Invention or Query?

Previous Activities

TTP-01.03 Submit Invention Disclosure Package

Or

TTP-01.05 Submit Query

Next Activities

If "Invention":

TTP-03 Process Invention Disclosure Package

Or

If "Query":

TTP-21 Process Query

Description

The Technology Transfer Specialist determines if submission is an invention (INVENTION) or a query (QUERY).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-03 Process Invention Disclosure Package

Previous Activities

TTP-02 Invention or Query?

Next Activities

TTP-03.01 Receive Invention Disclosure Package

Description

The sub-process map for Process Invention Disclosure Package cycles through the following dependent activities:

- Receive Invention Disclosure Package
- Package Complete?
- Corrections Needed?
- Update Information
- Approve Invention Disclosure Package
- Corrections Needed?
- Create Invention Disclosure Records in Sophia

Process Activity Name: TTP-03.01 Receive Invention Disclosure Package

Previous Activities

TTP-03 Process Invention Disclosure Package

Next Activities

TTP-03.02 Package Complete?

Description

The Technology Transfer Specialist receives the Invention Disclosure Package and prepares to validate content.

Input

Invention Disclosure Package

Output

Validated Invention Disclosure Package

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Requestor

Informed Role

None Listed

Tools and Websites

Office of Research and Development Forms and Templates

More Info

None Listed

Process Activity Name: TTP-03.02 Package Complete?

Previous Activities

TTP-03.01 Receive Invention Disclosure Package

Next Activities

If "YES":

TTP-03.05 Approve Invention Disclosure Package

Or

If "NO":

TTP-03.03 Corrections Needed?

Description

The Technology Transfer Specialist determines if (YES), the Package is complete, or (NO), the package is not complete.

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Inventor(s)

Informed Role

Stakeholders

Process Activity Name: TTP-03.03 Corrections Needed?

Previous Activities

TTP-03.02 Package Complete?

Next Activities

If "YES":

TTP-03.04 Update Information

Or

If "NO":

TTP-03.05 Approve Invention Disclosure Package

Description

The Technology Transfer Specialist determines if corrections are needed in the package (YES) or if the package does not need corrections (NO).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-03.04 Update Information

Previous Activities

TTP-03.03 Corrections Needed?

Next Activities

TTP-03.05 Approve Invention Disclosure Package

Description

The Technology Transfer Specialist contacts the Inventor(s) and elicits any remaining information needed to complete the Invention Disclosure Package.

Input

Invention Disclosure Package

Output

Updated Invention Disclosure Package

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Inventor(s)

Informed Role

None Listed

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-03.05 Approve Invention Disclosure Package

Previous Activities

TTP-03.02 Package Complete?

Or

TTP-03.03 Corrections Needed?

Or

TTP-03.04 Update Information

Next Activities

TTP-03.06 Corrections Needed?

Description

The VA Researcher(s)' Supervisor or ACOS approves the Invention Disclosure Package for processing.

Input

Invention Disclosure Package

Output

Approved Invention Disclosure Package

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

VA Research Supervisor

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

Office of Research and Development Forms and Templates

More Info

None Listed

Process Activity Name: TTP-03.06 Corrections Needed?

Previous Activities

TTP-03.05 Approve Invention Disclosure Package

Next Activities

If "Yes":

TTP-03.04 Update Information

Or

If "No":

TTP-03.07 Create Invention Disclosure Records in SOPHIA

Description

The VA Research Supervisor determines (YES), the Invention Disclosure Package needs corrections, or (NO), the Invention Disclosure Package does not need corrections.

Responsible Role

VA Research Supervisor

Accountable Role

VA Research Supervisor

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-03.07 Create Invention Disclosure Records in SOPHIA

Previous Activities

TTP-03.05 Approve Invention Disclosure Package

Next Activities

TTP-04 Evaluate Invention for Ownership and Innovation

Description

The Technology Transfer Specialist creates the initial SOPHIA database entries, obtains the VA Invention Disclosure number for this disclosure, and creates a shared folder corresponding to the VA ID number (i.e., 2016-100)

Input

Invention Disclosure Package

Output

Invention Disclosure Folder
Invention Disclosure Number
SOPHIA Database Entries
Updated Invention Disclosure Number

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

SOPHIA

More Info

None Listed

Process Activity Name: TTP-04 Evaluate Invention for Ownership and Innovation**Previous Activities**

TTP-03.06 Corrections Needed?

Next Activities

TTP-05 DOR Waived by Inventor?

Description

The Technology Transfer Specialist creates the Invention Evaluation (IE), saves the information in the Technology Transfer Specialist's SharePoint drive, updates SOPHIA, creates a folder in the Office of General Counsel (OGC's) SharePoint site corresponding to the VA ID number, loads the VA ID number, certification and IE information into the OGC SharePoint site and notifies OGC with an email so OGC can complete a Determination of Rights.

Input

Invention Disclosure Package

VA ID Number

Output

Email Notification to OGC

Invention Evaluation

OGC SharePoint Invention File Folder

Updated SOPHIA

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Office of General Counsel

Informed Role

Stakeholders

Tools and Websites

Office of General Council SharePoint Site

More Info

None Listed

Process Activity Name: TTP-05 DOR Waived by Inventor?

Previous Activities

TTP-04 Evaluate Invention for Ownership and Innovation

Next Activities

If "Yes":

TTP-08 Notify Academic Affiliate

Or

If "No":

TTP-06 Determine Rights to Invention

Description

The Technology Transfer Specialist determines (YES), the Inventor waived Determination of Rights (DOR) or (NO), the inventor did not waive Determination of Rights.

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Inventor(s); Office of General Counsel

Informed Role

Stakeholders

Process Activity Name: TTP-06 Determine Rights to Invention

Previous Activities

TTP-05 DOR Waived by Inventor?

Next Activities

TTP-07 VA Ownership Rights?

Description

The Office of General Counsel reviews the Invention Disclosure Package, including the Invention Evaluation, and provides a Determination of Rights (DOR) Letter.

Input

Invention Disclosure Package

Invention Evaluation

Output

Determination of Rights Letter

Associated Artifacts

Determination of Rights Letter Template

Responsible Role

Office of General Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-07 VA Ownership Rights?

Previous Activities

TTP-06 Determine Rights to Invention

Next Activities

If "Yes":

TTP-08 Notify Academic Affiliate

Or

If "No":

Process Ends

Description

The Office of General Counsel/ Specialty Team Advising Research (OGC/STAR) determines if there are VA Ownership Rights (YES) or there are no VA Ownership Rights (NO).

Responsible Role

Office of General Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Technology Transfer Specialist

Process Activity Name: TTP-08 Notify Academic Affiliate

Previous Activities

TTP-05 DOR Waived by Inventor?

Or

TTP-07 VA Ownership Rights?

Next Activities

TTP-09 VA Credentials?

Description

The Technology Transfer Specialist saves the Determination of Rights Letter (DOR) to the Technology Transfer Specialist shared drive, uploads it to Sophia, and e-mails the DOR to the Academic Affiliate. Additionally the Technology Transfer Specialist executes the Invention Management Agreement and adds it to the Invention Disclosure Package.

Input

Determination of Rights Letter

Invention Disclosure Package

Output

Email to Academic Affiliate with Determination of Rights Letter

Invention Management Agreement

Updated Invention Disclosure Package

Updated SOPHIA Database

Associated Artifacts

Determination of Rights Letter Template

U.S. DEPARTMENT OF VETERANS AFFAIRS AND ___ UNIVERSITY INVENTION
MANAGEMENT AGREEMENT

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Academic Affiliate

Tools and Websites

SOPHIA

More Info

None Listed

Process Activity Name: TTP-09 VA Credentials?**Previous Activities**

TTP-08 Notify Academic Affiliate

Next Activities

If "Yes":

TTP-11 IAMS Integration Needed?

Or

If "No":

TTP-10 Obtain VA Credentials

Description

The Technology Transfer Specialist determines if the inventors have VA credentials (YES), or not (NO).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-10 Obtain VA Credentials

Previous Activities

TTP-09 VA Credentials?

Next Activities

TTP-11 IAMS Integration Needed?

Description

The Technology Transfer Specialist works with the Inventors to obtain VA Credentials allowing access to the VA Intranet.

Input

GOV SAC Fingerprint Request Worksheet

Security and Investigation Center Contractor/Employee Fingerprint Card

Output

PIV Card

Signed VA Information Security Rules of Behavior

VA Intranet Access

Associated Artifacts

PIV Office Fingerprint Request Form

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Inventor(s); Academic Affiliate

Informed Role

Stakeholders

Tools and Websites

Office of Information Security Portal

VA Office of Research & Development Policies & Procedures

VA Technology Transfer Program

More Info

None Listed

Process Activity Name: TTP-11 IAMS Integration Needed?

Previous Activities

TTP-09 VA Credentials?

Or

TTP-10 Obtain VA Credentials

Next Activities

If "Yes":

TTP-12 Identity and Access Management Services

Or

If "No":

TTP-13 Lead on Innovation?

Description

The Technology Transfer Specialist determines if the Identity and Access Process needs to be followed (YES), or if the Identity and Access Management Process does not need to be followed (NO).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-12 Identity and Access Management Services

Previous Activities

TTP-11 IAMS Integration Needed?

Next Activities

If "Go to IAMS":

Or

If "Continue in TTP":

TTP-13 Lead on Innovation?

Description

The Technology Transfer Specialist follows the activities in the Identity and Access Management (IAMS) Process and then returns to complete the Technology Transfer Process (TTP)

Input

None Listed

Output

None Listed

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-13 Lead on Innovation?

Previous Activities

TTP-11 IAMS Integration Needed?

Or

TTP-12 Identity and Access Management Services

Next Activities

If "VA":

TTP-15 Perform Commercialization Assessment

Or

If "Affiliate":

TTP-14 Manage Invention

Description

The Technology Transfer Specialist determines if the VA is the lead (VA) or the Affiliate is the lead (AFFILIATE).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-14 Manage Invention

Previous Activities

TTP-13 Lead on Innovation?

Next Activities

TTP-20 Distribute Royalties

Description

The Academic Affiliate assumes management responsibility for the invention and is responsible for preparing the Monthly Management Report.

Input

Invention Disclosure Package

Output

Monthly Management Report

Associated Artifacts

None Listed

Responsible Role

Academic Affiliate

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-15 Perform Commercialization Assessment

Previous Activities

TTP-13 Lead on Innovation?

Next Activities

TTP-16 Value to Patent?

Description

The Technology Transfer Specialist performs the Commercialization Assessment determining if there is value to the patent and value to marketing the invention.

Input

Invention Disclosure Package

Output

Commercialization Assessment

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Inventor(s)

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-16 Value to Patent?

Previous Activities

TTP-15 Perform Commercialization Assessment

Next Activities

If "Yes":

TTP-17 Value to Market?

Or

If "No":

Process Ends

Description

The Technology Transfer Specialist determines if there is value to the patent (YES) or there is no value to the patent (NO).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Process Activity Name: TTP-17 Value to Market?

Previous Activities

TTP-16 Value to Patent?

Next Activities

If "Yes":

TTP-18 Patent Invention

Or

If "No":

Process Ends

Description

The Technology Transfer Specialist reviews the Commercialization Assessment and determines if there is market value (YES) or there is no market value (NO) to the invention.

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Process Activity Name: TTP-18 Patent Invention

Previous Activities

TTP-17 Value to Market?

Next Activities

TTP-18.01 Assemble / Update Invention Disclosure Package for Outside Patent Control

Description

The sub-process map for Patent Invention cycles through the following dependent activities:

- Assemble/Update Invention Package for Outside Patent Control
- Review Invention for Conflict of Interest
- Conflict of Interest?
- Obtain New Outside Patent Counsel
- Initiate Patent Application
- Gather Patent Information
- Information Sufficient?
- Complete Patent Application

- Approve Patent Application for Submission
- Submit Application and Respond to Office Actions
- Examine for Patent Issuance
- Result of Examining?
- Appeal?
- Process Appeal
- Appeal Successful?

Process Activity Name: TTP-18.01 Assemble / Update Invention Disclosure Package for Outside Patent Control

Previous Activities

TTP-18 Patent Invention

Or

TTP-18.03 Conflict of Interest?

Or

TTP-18.04 Obtain New Outside Patent Counsel

Next Activities

TTP-18.02 Review Invention for Conflict of Interest

Description

The Technology Transfer Specialist assembles the Invention Disclosure Package for evaluation by the Outside Patent Counsel. If the Outside Patent Counsel determines there may be a conflict of interest related to the invention, the Technology Transfer Specialist repeats this process with a different Outside Patent Counsel.

Input

Invention Disclosure Package

Output

Complete Invention Disclosure Package

Associated Artifacts

Certification of Reporting for Inventions

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, VA Integrated Operations Center

Consulted Role

Outside Patent Counsel

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-18.02 Review Invention for Conflict of Interest

Previous Activities

TTP-18.01 Assemble / Update Invention Disclosure Package for Outside Patent Control

Next Activities

TTP-18.03 Conflict of Interest?

Description

The Outside Patent Counsel reviews the invention to ensure there is no conflict with other existing work in the law firm.

Input

Invention Disclosure Package

Output

Approved Invention Disclosure Package

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

Outside Patent Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

More Info

None Listed

Process Activity Name: TTP-18.03 Conflict of Interest?

Previous Activities

TTP-18.02 Review Invention for Conflict of Interest

Next Activities

If "Yes":

TTP-18.04 Obtain New Outside Patent Counsel

Or

If "No":

TTP-18.05 Initiate Patent Application

Description

The Outside Patent Counsel decides if there is a conflict of interest (YES) or if there is no conflict of interest (NO).

Responsible Role

Outside Patent Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders; Inventor(s)

Process Activity Name: TTP-18.04 Obtain New Outside Patent Counsel

Previous Activities

TTP-18.03 Conflict of Interest?

Next Activities

TTP-18.01 Assemble / Update Invention Disclosure Package for Outside Patent Control

Description

The Technology Transfer Specialist determines the current Outside Patent Counsel is unable to resolve the conflict of interest and obtains a new Outside Patent Counsel to resolve the issues.

Input

Unresolvable Conflict of Interest Notice

Output

Outside Patent Counsel Contract Termination Letter

Outside Patent Counsel Contract

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Director, Technology Transfer Program; Office of General Counsel

Informed Role

Stakeholders

Tools and Websites

Office of General Council SharePoint Site

Office of Research and Development Forms and Templates

More Info

None Listed

Process Activity Name: TTP-18.05 Initiate Patent Application

Previous Activities

TTP-18.03 Conflict of Interest?

Next Activities

TTP-18.06 Gather Patent Information

Description

The Outside Patent Counsel initiates the patent application.

Input

Invention Disclosure Package

Output

Approved Invention Disclosure Package

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

Outside Patent Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Inventor(s); Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-18.06 Gather Patent Information

Previous Activities

TTP-18.05 Initiate Patent Application

Or

TTP-18.08 Respond to Request for Information

Next Activities

TTP-18.07 Information Sufficient?

Description

The Outside Patent Counsel completes the patent application.

Input

Invention Disclosure Package

Patent Application

Output

Updated Patent Application

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

Outside Patent Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-18.07 Information Sufficient?**Previous Activities**

TTP-18.06 Gather Patent Information

Next Activities

If "Yes":

TTP-18.09 Complete Patent Application

Or

If "No":

TTP-18.08 Respond to Request for Information

Description

The Outside Patent Counsel determines if there is sufficient information for a patent (YES) or there is not sufficient information (NO).

Responsible Role

Outside Patent Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholder Offices

Process Activity Name: TTP-18.08 Respond to Request for Information

Previous Activities

TTP-18.07 Information Sufficient?

Next Activities

TTP-18.06 Gather Patent Information

Description

The Inventor(s) respond to all information requests from the Outside Patent Counsel.

Input

Information Request

Patent Application

Output

Updated Patent Application

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

Inventor(s)

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders; IT Specialist

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-18.09 Complete Patent Application

Previous Activities

TTP-18.07 Information Sufficient?

Next Activities

TTP-18.10 Approve Patent Application for Submission

Description

The Outside Patent Counsel receives the information request responses and completes the patent application

Input

Patent Application

Output

Updated Patent Application

Associated Artifacts

None Listed

Responsible Role

Outside Patent Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

Inventor(s)

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-18.10 Approve Patent Application for Submission**Previous Activities**

TTP-18.09 Complete Patent Application

Next Activities

TTP-18.11 Submit Application and Respond to Office Actions

Description

The Technology Transfer Specialists reviews and approves the patent application

Input

Patent Application

Output

Approved Patent Application

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-18.11 Submit Application and Respond to Office Actions**Previous Activities**

TTP-18.10 Approve Patent Application for Submission

Or

TTP-18.13 Result of Examining?

Next Activities

TTP-18.12 Examine for Patent Issuance

Description

The Outside Patent Counsel submits the patent application to the US Patent and Trademark Office (USPTO) and the Outside Patent Counsel responds to any Office Actions by the USPTO.

Input

Patent Application

Output

Submitted Patent Application

Associated Artifacts

None Listed

Responsible Role

Outside Patent Counsel

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-18.12 Examine for Patent Issuance

Previous Activities

TTP-18.11 Submit Application and Respond to Office Actions

Next Activities

TTP-18.13 Result of Examining?

Description

The US Patent and Trademark Office (USPTO) examines the application for patent issuance.

Input

Patent Application

Output

Patent

Associated Artifacts

None Listed

Responsible Role

US Patent and Trademark Office

Accountable Role

US Patent and Trademark Office

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

There is significant back and forth information exchange between patent counsel and the USPTO, sometimes spanning multiple years, before a patent is allowed.

Process Activity Name: TTP-18.13 Result of Examining?

Previous Activities

TTP-18.12 Examine for Patent Issuance

Next Activities

If "Office Actions":

TTP-18.11 Submit Application and Respond to Office Actions

Or

If "Final Rejection":

TTP-18.14 Appeal?

Or

If "Issue Patent":

TTP-19 Market Invention

Description

The US Patent and Trademark Office determines if the patent is issued (ISSUE PATENT), requires office actions (OFFICE ACTIONS) or if this is the final rejection (FINAL REJECTION).

Responsible Role

US Patent and Trademark Office

Accountable Role

US Patent and Trademark Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-18.14 Appeal?

Previous Activities

TTP-18.13 Result of Examining?

Next Activities

If "Yes":

TTP-18.15 Process Appeal

Or

If "No":

Process Ends

Description

The Technology Transfer Specialist determines if the Patent Decision will be appealed (YES) or will not be appealed (NO).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Inventor(s)

Informed Role

Stakeholders

Process Activity Name: TTP-18.15 Process Appeal

Previous Activities

TTP-18.14 Appeal?

Next Activities

TTP-18.16 Appeal Successful?

Description

The Technology Transfer Specialist receives the Patent Denial Letter and prepares an appeal addressing all issues identified.

Input

Invention Disclosure Package

Patent Denial Letter

Output

Updated Invention Disclosure Package

Associated Artifacts

Certification of Reporting for Inventions

VA Invention Disclosure Form

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Outside Patent Counsel

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

VA Technology Transfer Program

More Info

None Listed

Process Activity Name: TTP-18.16 Appeal Successful?

Previous Activities

TTP-18.15 Process Appeal

Next Activities

If "Yes":

TTP-19 Market Invention

Or

If "No":

Process Ends

Description

The US Patent and Trademark Office determines if the appeal is successful (YES) or if the appeal is not successful (NO).

Responsible Role

US Patent and Trademark Office

Accountable Role

US Patent and Trademark Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-19 Market Invention**Previous Activities**

TTP-18.13 Result of Examining?

Or

TTP-18.16 Appeal Successful?

Next Activities

TTP-19.01 Market Invention to Find Licenses

Description

The sub-process map for Market Invention cycles through the following dependent activities:

- Market Invention to Find Licensees
- License Needs Identified?
- Negotiate License

Process Activity Name: TTP-19.01 Market Invention to Find Licenses**Previous Activities**

TTP-19 Market Invention

Next Activities

TTP-19.02 License Needs Identified?

Description

After reviewing the Invention Disclosure Package and Invention Evaluation and interviewing the inventor(s), the Technology Transfer Consultant prepares a Marketing Plan. Once the marketing plan is approved, the Technology Transfer Consultant initiates marketing activities.

Input

Invention Disclosure Package

Invention Evaluation

Output

Marketing Closeout Report

Marketing Plan

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Consultant

Accountable Role

Director, Technology Transfer Program

Consulted Role

Technology Transfer Specialist; Inventor(s)

Informed Role

Stakeholders

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-19.02 License Needs Identified?**Previous Activities**

TTP-19.01 Market Invention to Find Licenses

Next Activities

If "Yes":

TTP-19.03 Negotiate License

Or

If "No":

TTP-20 Distribute Royalties

Description

The Technology Transfer Specialist in conjunction with the Technology Transfer Consultant determines if license needs have been identified (YES) or no license needs have been identified (NO).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Technology Transfer Consultant

Informed Role

Stakeholders

Process Activity Name: TTP-19.03 Negotiate License**Previous Activities**

TTP-19.02 License Needs Identified?

Next Activities

TTP-20 Distribute Royalties

Description

The Technology Transfer Specialist negotiates license agreements with each interested party.

Input

Licensing Report

Output

Licensing Contracts

Negotiated Licensing Contracts

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-20 Distribute Royalties**Previous Activities**

TTP-14 Manage Invention

Or

TTP-19 Market Invention

Next Activities

TTP-20.01 Lead Organization?

Description

The sub-process Distribute Royalties cycles through the following dependent activities:

- Lead Organization?
- Receive Royalty Check
- Determine Royalty Portion to Academic Affiliate
- Receive Royalty Check
- Distribute VA Royalty Portion to TTP
- Receive Royalty Check
- Determine Royalty Portion to VAMC
- Determine Royalty Portion to Inventors
- Inventor on Vendor List?
- Complete Vendorization
- Provide Information to ORD Finance
- Disburse Funds

Process Activity Name: TTP-20.01 Lead Organization?

Previous Activities

TTP-20 Distribute Royalties

Next Activities

If "VA":

TTP-20.02 Receive Royalty Check

Or

If "Affiliate":

TTP-20.04 Receive Royalty Check

Description

The Technology Transfer Specialist determines if the VA (VA) or the Academic Affiliate (AFFILIATE) is the lead organization for the invention.

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-20.02 Receive Royalty Check

Previous Activities

TTP-20.01 Lead Organization?

Next Activities

TTP-20.03 Determine Royalty Portion to Academic Affiliate

Description

The Technology Transfer Specialist receives the royalty check for the VA from the licensee if the VA is the lead organization.

Input

Royalty Check

Output

Notification of Receipt

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-20.03 Determine Royalty Portion to Academic Affiliate

Previous Activities

TTP-20.02 Receive Royalty Check

Next Activities

TTP-20.07 Determine Royalty Portion to VAMC

Description

The Technology Transfer Specialist determines distribution of the royalty to the Academic Affiliate based on VA Royalty Distribution Policy and/or Cooperative Technology Administration Agreement (CTAA).

Input

Cooperative Technology Administration Agreement (CTAA)

Royalty Check

Output

Royalty Distribution Plan

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Inventor(s); Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-20.04 Receive Royalty Check

Previous Activities

TTP-20.01 Lead Organization?

Next Activities

TTP-20.05 Distribute VA Royalty Portion to TTP

Description

The Academic Affiliate receives the royalty check from the licensee if it is the lead organization.

Input

Royalty Check

Output

Notification of Receipt

Associated Artifacts

None Listed

Responsible Role

Academic Affiliate

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-20.05 Distribute VA Royalty Portion to TTP

Previous Activities

TTP-20.04 Receive Royalty Check

Next Activities

TTP-20.06 Receive Royalty Check

Description

The Academic Affiliate determines royalty distribution based on VA Royalty Distribution Policy and/or Cooperative Technology Administration Agreement (CTAA).

Input

Royalty Check

Output

Royalty Distribution to Technology Transfer Specialist

Associated Artifacts

None Listed

Responsible Role

Academic Affiliate

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders; Technology Transfer Specialist

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-20.06 Receive Royalty Check**Previous Activities**

TTP-20.05 Distribute VA Royalty Portion to TTP

Next Activities

TTP-20.07 Determine Royalty Portion to VAMC

Description

The Technology Transfer Specialist receives the royalty check for the VA from the Academic Affiliate.

Input

Royalty Check

Output

Notification of Receipt

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-20.07 Determine Royalty Portion to VAMC

Previous Activities

TTP-20.03 Determine Royalty Portion to Academic Affiliate

Or

TTP-20.06 Receive Royalty Check

Next Activities

TTP-20.08 Determine Royalty Portion to Inventors

Description

The Technology Transfer Specialist determines distribution of the royalty to the VAMC based on VA Royalty Distribution Policy and/or Cooperative Technology Administration Agreement (CTAA).

Input

Cooperative Technology Administration Agreement (CTAA).

Royalty Check

Output

Royalty Distribution Plan

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

VAMC

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-20.08 Determine Royalty Portion to Inventors**Previous Activities**

TTP-20.07 Determine Royalty Portion to VAMC

Next Activities

TTP-20.09 Inventor on Vendor List?

Description

The Technology Transfer Specialist determines distribution of the royalty to the Inventors based on VA Royalty Distribution Policy and/or Cooperative Technology Administration Agreement (CTAA).

Input

Cooperative Technology Administration Agreement (CTAA).

Royalty Check

Output

Royalty Distribution Plan

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

Office of Research and Development Forms and Templates

More Info

None Listed

Process Activity Name: TTP-20.09 Inventor on Vendor List?**Previous Activities**

TTP-20.08 Determine Royalty Portion to Inventors

Next Activities

If "Yes":

TTP-20.11 Provide Information to ORD Finance

Or

If "No":

TTP-20.10 Complete Vendorization

Description

The Technology Transfer Specialist determines if the Inventor is on the Vendor List (YES), or the Vendor is not on the Vendor List (NO).

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-20.10 Complete Vendorization**Previous Activities**

TTP-20.09 Inventor on Vendor List?

Next Activities

TTP-20.11 Provide Information to ORD Finance

Description

The Inventor(s) completes the process of getting placed on the Vendor List.

Input

Inventor Inputs

Vendor List

Output

Updated Vendor List

Associated Artifacts

None Listed

Responsible Role

Inventor(s)

Accountable Role

Inventor(s)

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-20.11 Provide Information to ORD Finance

Previous Activities

TTP-20.09 Inventor on Vendor List?

Or

TTP-20.10 Complete Vendorization

Next Activities

TTP-20.12 Disburse Funds

Description

The Technology Transfer Specialist provides the royalty distribution information to the Office of Research and Development (ORD) Finance Office if the vendor is on the vendor list.

Input

Roster of Inventors not on Vendor List

Royalty Check

Vendor Roster

Output

Royalty Disbursement Spreadsheet

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Office of Research and Development - Finance

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-20.12 Disburse Funds**Previous Activities**

TTP-20.11 Provide Information to ORD Finance

Next Activities

Process Ends

Description

The Office of Research and Development (ORD) Finance disburses the royalties to the Inventor(s), VAMC and Academic Affiliates.

Input

Royalty Disbursement Spreadsheet

Output

Royalty Disbursements

Associated Artifacts

None Listed

Responsible Role

Office of Research and Development - Finance

Accountable Role

Director, Technology Transfer Program

Consulted Role

VAMC; Inventor(s); Academic Affiliate

Informed Role

None Listed

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-21 Process Query**Previous Activities**

TTP-02 Invention or Query?

Next Activities

TTP-21.01 Receive Query

Description

The sub-process Process Query cycles through the following dependent activities:

- Receive Query
- Analyze Query
- Develop Response
- Submit Response
- Update Frequently Asked Questions

Process Activity Name: TTP-21.01 Receive Query**Previous Activities**

TTP-21 Process Query

Next Activities

TTP-21.02 Analyze Query

Description

The TTP Specialist receives the query and creates a query file.

Input

Query

Output

Query File

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

Queries may take the form of email requests, telephone conversations, or letters.

Process Activity Name: TTP-21.02 Analyze Query**Previous Activities**

TTP-21.01 Receive Query

Next Activities

TTP-21.03 Develop Response

Description

The Technology Transfer Specialist analyzes the inquiry to ensure complete understanding of the request.

Input

Query File

Output

Updated Query File

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-21.03 Develop Response**Previous Activities**

TTP-21.02 Analyze Query

Next Activities

TTP-21.04 Submit Response

Description

The Technology Transfer Specialist develops the response to the inquiry ensuring all questions are answered.

Input

Query File

Output

Response Letter

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-21.04 Submit Response**Previous Activities**

TTP-21.03 Develop Response

Next Activities

TTP-21.05 Update Frequently Asked Questions

Description

The Technology Transfer Specialist submits the Query Response Letter to the submitter.

Input

Response Letter

Output

Submitted Response Letter

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Office of Privacy and Records Management

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-21.05 Update Frequently Asked Questions

Previous Activities

TTP-21.04 Submit Response

Next Activities

Process Ends

Description

The Technology Transfer Specialist updates the Frequently Asked Questions file with any new information developed for the response letter.

Input

Frequently Asked Questions

Response Letter

Output

Updated Frequently Asked Questions

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

VA Technology Transfer Program

More Info

None Listed

Process Activity Name: TTP-22 Conduct Outreach

Previous Activities

Process Begins

Next Activities

TTP-22.01 Determine Sites to Visit

Description

The sub-process Conduct Outreach cycles through the following dependent activities:

- Determine Sites to Visit
- Approve Sites?
- Prepare Materials
- Approve Materials?
- Conduct Pre-visit Coordination
- Conduct Outreach
- Communicate Outcomes

Process Activity Name: TTP-22.01 Determine Sites to Visit

Previous Activities

TTP-22 Conduct Outreach

Or

TTP-22.02 Approve Sites?

Next Activities

TTP-22.02 Approve Sites?

Description

The Technology Transfer Specialist determines which sites to visit based upon potential technologies in use (level of research funding at the site, understanding of processes involved)

Input

Prioritized Site Outreach Listing

Output

Prioritized List of Sites

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Technology Transfer Consultant

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

VA Technology Transfer Program

More Info

None Listed

Process Activity Name: TTP-22.02 Approve Sites?

Previous Activities

TTP-22.01 Determine Sites to Visit

Next Activities

If "Yes":

TTP-22.03 Prepare Materials

Or

If "No":

TTP-22.01 Determine Sites to Visit

Description

The Director, Technology Transfer Program approves (YES) or rejects (NO) the Site Listing.

Responsible Role

Director, Technology Transfer Program

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-22.03 Prepare Materials

Previous Activities

TTP-22.02 Approve Sites?

Or

TTP-22.04 Approve Materials?

Next Activities

TTP-22.04 Approve Materials?

Description

The Technology Transfer Specialist prepares the Outreach Package which consists of the following materials: presentation, brochure, and other materials as needed.

Input

Site Listing

Output

Outreach Packages

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Technology Transfer Consultant

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

VA Technology Transfer Program

More Info

Each Site Outreach Package may have unique materials related to the respective inventions of interest.

Process Activity Name: TTP-22.04 Approve Materials?

Previous Activities

TTP-22.03 Prepare Materials

Next Activities

If "Yes":

TTP-22.05 Conduct Pre-visit Coordination

Or

If "No":

TTP-22.03 Prepare Materials

Description

The TTP Program Director determines if the Outreach Packages are approved (YES) or the Outreach Packages are not approved (NO).

Responsible Role

Director, Technology Transfer Program

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-22.05 Conduct Pre-visit Coordination

Previous Activities

TTP-22.04 Approve Materials?

Next Activities

TTP-22.06 Conduct Outreach

Description

The Technology Transfer Specialist contacts the local research office and requests an announcement of the pending visit with adequate notification to ensure attendance. In addition, opportunities for individual meetings with researchers are scheduled.

Input

Site Listing

Output

Site Calls

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

VA Office of Research & Development Policies & Procedures

VA Technology Transfer Program

More Info

None Listed

Process Activity Name: TTP-22.06 Conduct Outreach**Previous Activities**

TTP-22.05 Conduct Pre-visit Coordination

Next Activities

TTP-22.07 Communicate Outcomes

Description

The Technology Transfer Specialist conducts the onsite outreach training and completes a Site Visit out brief summarizing the outcomes of the visit.

Input

Site Outreach Package

Output

Site Visit Out Brief

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Technology Transfer Consultant

Informed Role

Stakeholders

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-22.07 Communicate Outcomes

Previous Activities

TTP-22.06 Conduct Outreach

Next Activities

Process Ends

Description

The Technology Transfer Specialist submits a Summary Marketing Outcomes Report explaining the reactions and results from the Outreach effort.

Input

Site Visit Out Brief

Output

Summary Marketing Outcomes Report

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

Technology Transfer Consultant

Informed Role

Stakeholders

Tools and Websites

None Listed

More Info

None Listed

Process Activity Name: TTP-23 Submit Annual NIST Report

Previous Activities

Process Begins

Next Activities

TTP-23.01 Gather Information

And

TTP-23.02 Submit CTAA or IMA Report

Description

The sub-process Submit Annual NIST Report cycles through the following dependent activities:

- Gather Information
- Submit CTAA or IMA Report
- Prepare Annual NIST Report
- Approve Annual NIST Report?
- Submit Annual NIST Report

Process Activity Name: TTP-23.01 Gather Information

Concurrent Activities

TTP-23.02 Submit CTAA or IMA Report

Previous Activities

TTP-23 Submit Annual NIST Report

Next Activities

TTP-23.03 Prepare Annual NIST Report

Description

The Technology Transfer Specialist gathers the materials containing the information needed to complete the annual NIST Report.

Input

SOPHIA

Output

Annual NIST Report

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

SOPHIA

More Info

None Listed

Process Activity Name: TTP-23.02 Submit CTAA or IMA Report

Concurrent Activities

TTP-23.01 Gather Information

Previous Activities

TTP-23 Submit Annual NIST Report

Next Activities

TTP-23.03 Prepare Annual NIST Report

Description

The Academic Affiliate prepares and submits the Invention Management Agreement (IMA) previously known as the Cooperative Technology Administration Agreement (CTAA). To help manage intellectual property developed by Dually Appointed VA and University Appointed Personnel (DAPs), VA has entered into Invention Management Agreements or Cooperative Technology Administration Agreements (CTAAs) with most of its academic affiliates. These allow efficient coordination of existing and future inventions where both VA and the university have a joint ownership right. Specifically, IMAs and CTAAs define terms and outline the handling of intellectual property and detail distribution of royalties.

Input

Cooperative Technology Administration Agreements

Invention Disclosure Package

Invention Management Agreements

Output

CTAA / IMA Annual Report

Associated Artifacts

None Listed

Responsible Role

Academic Affiliate

Accountable Role

Director, Technology Transfer Program

Consulted Role

Technology Transfer Specialist

Informed Role

Stakeholders

Tools and Websites

Office of Research and Development Forms and Templates

SOPHIA

More Info

None Listed

Process Activity Name: TTP-23.03 Prepare Annual NIST Report**Previous Activities**

TTP-23.01 Gather Information

AND

TTP-23.02 Submit CTAA or IMA Report

Next Activities

TTP-23.04 Approve Annual NIST Report?

Description

The Technology Transfer Specialist prepares the Annual NIST Report using the data contained in SOPHIA.

Input

SOPHIA

Output

Draft Annual NIST Report

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

SOPHIA

VA Office of Research & Development Policies & Procedures

More Info

None Listed

Process Activity Name: TTP-23.04 Approve Annual NIST Report?**Previous Activities**

TTP-23.03 Prepare Annual NIST Report

Next Activities

If "Yes":

TTP-23.05 Submit Annual NIST Report

Or

If "No":

TTP-23.01 Gather Information

And

TTP-23.02 Submit CTAA or IMA Report

Description

The Director, Technology Transfer Program determines if the Annual NIST Report is approved (YES), or the report is not approved (NO).

Responsible Role

Director, Technology Transfer Program

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TTP-23.05 Submit Annual NIST Report**Previous Activities**

TTP-23.04 Approve Annual NIST Report?

Next Activities

Process Ends

Description

The Technology Transfer Specialist submits the Annual NIST Report once approved by the Director, Technology Transfer Program.

Input

Approved NIST Annual Report

Output

Submitted NIST Annual Report

Associated Artifacts

None Listed

Responsible Role

Technology Transfer Specialist

Accountable Role

Director, Technology Transfer Program

Consulted Role

None Listed

Informed Role

Stakeholders

Tools and Websites

VA Office of Research & Development Policies & Procedures

More Info

None Listed

END OF PROCESS