

# Boston Medical Center Policy and Procedure Manual



<b>Policy #:</b>	39.04.136
<b>Issued:</b>	<b>October 2001</b>
<b>Reviewed:</b>	
<b>Revised:</b>	September 11, 2014
<b>Section:</b>	39

## Final Invention Policy

### **Purpose:**

To ensure that BMC is in compliance with federal sponsors terms and conditions with regard to invention reporting. Achieving compliance with this policy is a responsibility shared by the Principal Investigator and BMC Research Operations.

### **Policy Statement:**

BMC shall submit a summary of all inventions as specified on the Final Invention Statement and Certification Form within 90 days after the project period (competitive segment) of federally funded projects. If no inventions occur, a report is still required, indicating such. The reports shall be submitted to the grants management office of the awarding agency. Failure of BMC to comply may result in the loss of patent rights or a withholding of additional grant funds.

### **Application:**

All Federal Awards

### **Exceptions:**

### **Procedure:**

The Final Invention Statement and Certification is completed by the Principal Investigator at the end of the project period of a competitive segment, even if there were no inventions to report. It is also required when a Principal Investigator leaves an institution and relinquishes the award/grant to that new institution. For all federally funded grants besides DoD, the Final Invention Statement and Certification with instructions can be found at <http://grants.nih.gov/grants/hhs568.pdf> , and via a link on the internal Grants website, <http://www.internal.bmc.org/grants/Forms/Post-Award%20Forms/FinalInventionStatement.doc>. For all the Department of Defense (DoD) grants, form DD 882 should be completed. DD 882 can be found at <http://www.arl.army.mil/www/DownloadedInternetPages/CurrentPages/ARO/documents/d882.pdf>.

### **Non NIH Awards**

After the PI completes the form, the PI will send it to the Grant Accountant for grants signature. (Associate Director or Director level). Once signed, the Grant Accountant will submit to the Funding Agency along with the FFR and file a copy in the activity folder. If there were inventions, Grant

## **Boston Medical Center Policy and Procedure Manual**

Accountant must **forward a copy to the Director, Office of Technology Transfer, 108 Bay State Road, Boston, MA 02215.**

### **NIH Awards**

PI or assigned delegate should go to [e-Commons website](#) to process the Final Invention Statement.

Instructions for submitting an FIS through eRA Commons can be found at:

<http://era.nih.gov/commons/commons-help/447.htm>. Once either the PI or AD complete this process, an institutional Business Official must approve and submit through eRA Commons. If there are inventions, Associate Director/Director will print out a copy **of the FIS form** for the Grant Accountant who will **forward a hard copy to the Director, Office of Technology Transfer, 108 Bay State Road, Boston, MA 02215.** The Office of Technology Transfer will complete the iEdison requirements for this invention.

### **-Definitions**

#### **Responsibility:**

Principal Investigator

Research Operations

#### **Forms:**

NIH Form HHS 568 (Final Invention Statement Form) website:

<http://grants.nih.gov/grants/hhs568.pdf>

DOD Form DD 882 website:

<http://www.arl.army.mil/www/DownloadedInternetPages/CurrentPages/ARO/documents/d882.pdf>.

#### **Other Related Policies:**

39.04.060 Closeout Policy

#### **References:**

**NIH Grants Policy Statement**

**(10/13)**

**Part II: Terms and Conditions of NIH Grant Awards**

**Subpart A: General – File 6 of 6**

**8 ADMINISTRATIVE REQUIREMENTS**

**8.6.3 Final Invention Statement and Certification**

The grantee must submit a Final Invention Statement and Certification (HHS 568), whether or not the funded project results in any subject inventions, and whether or not inventions were previously reported. The HHS 568 must list all inventions that were conceived or first actually reduced to practice during the course of work under the project, and it must be signed by an AOR. The completed form should cover the period from the original effective date of support through the date of expiration or termination or the award, and it should be submitted to the NIH awarding IC. If there were no inventions, the form must indicate “None.” For certain programs (activity codes = C06, R13, R25, S15, Ts, and Fs), the Final Invention Statement and Certification is not currently required. For questions, the grantee should contact NIH awarding IC for specific instructions.

## **Boston Medical Center Policy and Procedure Manual**

When invention reporting is required, the HHS 568 does not relieve the responsible party of the obligation to assure that all inventions are promptly and fully reported directly to the NIH, as required by terms of the award. Copies of the HHS 568 form are available on the iEdison Web site at <http://iEdison.gov> and at <http://grants.nih.gov/grants/forms.htm>.

### **Section: 39**

**Policy No.:** 39.04.136

**Title:** Final Invention Policy

**Initiated by:** Research Finance

**Contributing Departments:**