**Instructions for NASA Form 1679**

Please follow the instructions below for filling out and submitting a New Technology Report (NTR). For more information, please contact the IPO at 301-286-5810.

**Instructions:**

1. For Box #5, please put the **Lead Innovator’s** Employer Status as Innovator #1.
2. For Box #7, if a contractor is an Innovator, please indicate their **Contracting Officer’s Technical Representative (COTR)**. This should be found in their contract.
3. For Box #8, if a contractor/university employee is an Innovator, please indicate their **Contractor/Grantee/Company New Technology Representative**. Thisshould be found in their contract. However, if it is noted as Nona Cheeks, please disregard.  The individual should be someone at the company/university who can approve of the disclosure to NASA.  If the contract states Nona Cheeks or the Representative is unknown, then the contractor’s boss would be the default. For multiple companies and/or universities, a Contractor/Grantee/Company New Technology Representative will be required for each company and/or university represented.
4. For Box #9, when writing the Brief Abstract, please include the following information:
* The project that this technology was developed for and/or IRAD/SBIR/STTR and year. (Note: If this was made as a business tool (not developed due to a NASA need), please indicate this in your abstract.)
* Specific and detailed space or aeronautical applications that this technology can be used for. *(We need this in the abstract even though you also put it in Section IV.)*
* Specific and detailed commercial applications. *(We need this in the abstract even though you also put it in Section IV.)*
* Please spell out any abbreviations and expand your brief abstract to include some of the information that is included in the other sections (technical description, description of problem, uniqueness, etc.)

**Note:** Please make every effort to provide detailed information as the brief abstract is specifically looked at when determining awards.

**For Signatures:** Please note that by typing a name in Box #18, you are hereby electronically signing for the individual. Please obtain approval from the individual before doing so. Some notes on Signatures:

1. Please have the **Lead Innovator** sign as Innovator #1.
2. As applicable, please have the **Contractor/Grantee/Company New Technology Representative** sign as Witness #1.
3. As applicable, please have the **COTR** sign as Witness #2.
4. Witness #1 and #2 can be left blank for NTRs that only have Civil Servant (GE) Innovators.

**Submission:** Once completed, forms should be emailed to the Innovative Partnerships Program Office at TechTransfer@gsfc.nasa.gov . In your email, please indicate the program/funding source for the technology development.

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|  | **National Aeronautics and Space Administration** | **Disclosure of Invention and New Technology (Including Software)** | **Form Approved****O.M.B. NO.****2700-0009** | DATE |
|  |  |  | CONTRACTOR CASE NO.      |
| This is an important legal document. Carefully complete and forward to the Patent Representative (NASA in-house innovation) or New Technology Representative (contractor/grantee innovation) at NASA. Use of this report form by contractor/grantee is optional; however, an alternative format must | NASA CASE NO. (OFFICIAL USE ONLY) |
| at a minimum contain the information required herein. NASA in-house disclosures should be read, understood and signed by a technically competent witness in the witness signature block at the end of this form. In completing each section, use whatever detail deemed appropriate for a “full and complete disclosure.” Contractors/Grantees please refer to the New Technology or Patent Rights – Retention by the Contractor clauses. When necessary, attach additional documentation to provide a full, detailed description. |
| 1. DESCRIPTIVE TITLE

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| 1. INNOVATOR(S) *(For each innovator provide: Name, Title, Work Address, Work Phone Number, and Work E-mail Address. If multiple innovators, number each to match Box 5.)*

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| 1. INNOVATOR’S EMPLOYER WHEN INNOVATION WAS MADE *(For each innovator provide: Name, Division and Address of Employer, Organizational Code/Mail Code, and Contract/Grant Number if applicable. If multiple innovators, number each to match Box 5.)*

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| 1. PLACE OF PERFORMANCE *(Address(es) where innovation made)*

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| 1. EMPLOYER STATUS *(choose one for each innovator)*

  Innovator #1 Innovator #2       Innovator #3 Innovator #4          GE = Government  CU = College or University NP = Non-Profit Organization SB = Small Business Firm LE = Large Entity | 1. ORIGIN *(Check all that apply and provide all applicable numbers. If multiple Contracts/Grants, etc., list Contract/Grant Numbers in Box 3 with applicable employer information.)*
 |
|  |  [ ]  NASA In-house Org. Mail Code       [ ] Grant/Cooperative Agreement No.        [ ] Prime Contract No.        Task No.       Report No.       [ ] Subcontractor; Subcontract Tier       [ ] Joint Effort *(contractor, subcontractor and/or grantee contribution(s), and NASA in-house contribution)* [ ] Multiple Effort *(multiple contractor, subcontractor and/or grantee contributions, no NASA in-house contribution)*[ ] Other (e.g., Space Act Agreement, MOA) No.       | WBS      WBS      WBS      WBS      WBS        |
| 1. NASA CONTRACTING OFFICER’S TECHNICAL REPRESENTATIVE *(COTR)*

      | 1. CONTRACTOR/GRANTEE NEW TECHNOLOGY REPRESENTATIVE *(POC)*

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| 1. BRIEF ABSTRACT *(A general description of the innovation which describes its capabilities, but does not reveal details that would enable duplication or imitation of the innovation.)*

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| **SECTION I – DESCRIPTION OF THE PROBLEM OR OBJECTIVE THAT MOTIVATED THE INNOVATION’S DEVELOPMENT *(Enter as appropriate: A. – General description of problem/objective; B. – Key or unique problem characteristics; C. – Prior art, i.e., prior techniques, methods, materials, or devices performing function of the innovation, or previous means for performing function of software; and D. – Disadvantages or limitation of prior art.)***      |
| **SECTION II – TECHNICALLY COMPLETE AND EASILY UNDERSTANDABLE DESCRIPTION OF INNOVATION DEVELOPED TO SOLVE THE PROBLEM OR MEET THE OBJECTIVE *(Enter as appropriate; existing reports, if available, may form a part of the disclosure, and reference thereto can be made to complete this description: A. – Purpose and description of innovation/software; B. – Identification of component parts or steps, and explanation of mode of operation of innovation/software preferably referring to drawings, sketches, photographs, graphs, flow charts, and/or parts or ingredient lists illustrating the components; C. – Functional operation; D. – Alternate embodiments of the innovation/software; E. – Supportive theory; F. – Engineering specifications;******G. – Peripheral equipment; and H. – Maintenance, reliability, safety factors.)***       |
| **SECTION III – UNIQUE OR NOVEL FEATURES OF THE INNOVATION AND THE RESULTS OR BENEFITS OF ITS APPLICATION *(Enter as appropriate: A. – Novel or unique features; B. – Advantages of innovation/software; C. – Development or new conceptual problems; D. – Test data and source of error; E. – Analysis of capabilities; and F. – For software, any re-use or re-engineering of existing code, use of shareware, or use of code owned by a non-federal entity.)***      |
| **SECTION IV – SPECULATION REGARDING POTENTIAL COMMERCIAL APPLICATIONS AND POINTS OF CONTACT** (***Including names of companies producing or using similar products.)***      |
| 1. ADDITIONAL DOCUMENTATION *(Include copies or list below any pertinent documentation which aids in the understanding or application of the innovation (e.g., articles, contractor reports, engineering specs, assembly/manufacturing drawings, parts or ingredients list, operating manuals, test data, assembly/manufacturing procedures, etc.).)*

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|  TITLE PAGE DATE |
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| 1. DEGREE OF TECHNOLOGY SIGNIFICANCE (*Which best expresses the degree of technological significance of this innovation?)*

 [ ] Modification to Existing Technology [ ]  Substantial Advancement in the Art [ ]  Major Breakthrough |
| 1. STATE OF DEVELOPMENT

 [ ]  Concept Only [ ] Design [ ] Prototype [ ] Modification [ ] Production Model [ ] Used in Current Work |
| 1. PATENT STATUS (Prior patent on/or related to this innovation.)

 [ ] Application Filed Application No.       Application Date       [ ] Patent Issued Patent No.       Issue Date       |
| 1. INDICATE THE DATE OR THE APPROXIMATE TIME PERIOD WHICH THIS INNOVATION WAS DEVELOPED (*i.e., conceived, constructed, tested, etc.)*

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| 1. PREVIOUS OR CONTEMPLATED PUBLICATION OR PUBLIC DISCLOSURE INCLUDING DATES *(Provide as applicable: A. – Type of publication or disclosure, e.g., report, conference or seminar, oral presentation; B. – Disclosure by NASA or Contractor/Grantee; and C. – Title, volume no., page no., and date of publication.)*

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| 1. QUESTIONS FOR SOFTWARE ONLY
 |
| (a) Using non-NASA employees to beta-test the program? [ ] YES [ ] NO If Yes, done under a beta-test agreement? [ ] YES [ ] NO(b) Modification of this program continued by civil servant and/or contractual agreement? [ ] YES [ ] NO(c) Copyright registered? [ ] YES [ ] NO [ ] UNKNOWN If Yes, then by whom?       (d) Has the latest version been distributed outside of NASA or contractor? [ ] YES [ ] NO [ ]  UNKNOWNIf Yes, date of first disclosure:      (e) Were prior versions distributed outside of NASA or Contractor? [ ] YES [ ] NO If Yes, supply NASA or contractor contract:      (f) Contains or based on code not owned by U.S. Government or its contractors? [ ] YES [ ] NO [ ]  UNKNOWN If Yes, name of code and code’s owner:       Has a license for use been obtained? [ ] YES [ ] NO [ ]  UNKNOWN |
| 1. DEVELOPMENT HISTORY
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| STAGE OF DEVELOPMENT | DATE(MM/YYYY) | LOCATION | IDENTIFY SUPPORTING WITNESSES (NASA in-house only) |
| 1. First disclosure to others
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| 1. First sketch, drawing, logic chart or code
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| 1. First written description
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| 1. Completion of first model of full size device *(invention)* or beta version *(software)*
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| 1. First successful operational test *(invention)* or alpha version *(software)*
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| 1. Contribution of innovators *(if jointly developed, provide the contribution of each innovator)*

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| 1. Indicate any past, present, or contemplated government use of the innovation

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| 1. SIGNATURES OF INNOVATOR(S), WITNESS(ES), AND NASA APPROVAL
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| TYPED NAME AND SIGNATURE *(Innovator #1)*      | DATE      | TYPED NAME AND SIGNATURE *(Innovator #2)*      | DATE      |
| TYPED NAME AND SIGNATURE *(Innovator #3)*      | DATE      | TYPED NAME AND SIGNATURE *(Innovator #4)*      | DATE      |
| TYPED NAME AND SIGNATURE *(Witness #1)*      | DATE      | TYPED NAME AND SIGNATURE *(Witness #2)*      | DATE      |
| NASA APPROVED | TYPEDNAME       | SIGNATURE | DATE      |
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