



Brenda Jones
Licensing Services Coordinator

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Brenda Jones is the Licensing Services Coordinator for Texas A&M Technology Commercialization (TTC). She is the liaison between outside counsel, licensing personnel, and licensees concerning all patent prosecution matters. She receives communications pertaining to patent prosecution activity and identifies and takes appropriate actions, e.g. informs licensing personnel and licensees; she creates intellectual property database records, and tracks response deadlines. She instructs attorneys on patent actions on behalf of licensing personnel and licensees. She coordinates timely responses with senior licensing manager, maintains intellectual property expense member authorization information, and coordinates with licensing personnel on use of this information. She prepares, file, and monitors copyright registration as requested by licensing personnel.

Brenda oversees review of funding information provided in disclosures and coordinates with Texas A&M Sponsored Research Services and system members to obtain funding contracts which are referenced in disclosures. She determines obligations to external parties by reviewing funding agreements in coordination with licensing personnel, as necessary and notifies research sponsors (e.g. federal and state agencies, foundations, companies) according to contract obligations. She prepares and submits iEdison notifications and reports as required for federal agency funding and maintains current knowledge of federal agency reporting requirements and iEdison reporting system.

Brenda also handles requests and questions from law firms, agencies, members, and inventors concerning disclosure submission and intellectual property matters. She maintains a library of invention disclosure forms; she ensures information is current and website updates occur, serves as records retention compliance coordinator, and maintains storage records.

She has served in the past as a member of the A&M System Staff Council and has worked for the university 18+ years.