

## Invention Disclosure Form

Formal disclosure of University inventions must be made using this form. Please return completed forms to the Tech Transfer Unit (1 hard-copy signed by all the inventors, together with the digital version), including a copy to your Head of Dept. The person completing this form should also provide a final copy to all those individuals listed as co-inventors. Once we have received the disclosure, The Tech Transfer Office will assign a handler to the case who will contact the reporting inventor with further information and timelines for the evaluation procedure.

### Registration

**Descriptive title of the invention:**

**Name and contact details of each inventor:**

*Please give full name, title, department and institution/employer (at the time of the invention)*

**Reporting Inventor:**

**Co-inventors:**

### Declaration

The undersigned declare that the invention disclosed in this document is entirely the product of their own work, and that the answers provided are correct. *To be signed by each inventor listed above:*

*Name:* \_\_\_\_\_

*Place:* \_\_\_\_\_

*Date:* \_\_\_\_\_

Head of Institute declares having seen this Invention Disclosure:

*Name:* \_\_\_\_\_

*Place:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**Received on:**

**Case Handler**

**Reg. Nr.**

*(For TT Unit use)*

## The Invention

**1. Summary of the invention:** Please describe, in non-technical language, what your invention provides, what problem or need it meets, the novelty of the idea and its appeal – in short, why you think it can be commercialised. If the invention is related to any invention you have previously disclosed, please provide that information.

**2. Technical details:** Briefly, what are the technical details behind the invention – what makes it work, and how? Please attach any supporting documents that will assist understanding of the invention (manuscripts, diagrams, data etc.)

**3. Competing technologies:** If your invention aims to replace or compete with technologies you know are already on the market (or in development), please list these, and if possible, who owns and/or markets them.

**4. Potential pitfalls:** Are you aware of any potential disadvantages, limits or problems the invention might have (e.g. compared to competing technologies) or encounter in the near future (e.g. a better technology already in development)?

**5. Prior art:** Is there any information already published (including patents and www references) that is relevant to your invention. If you have not searched for such information, please say so.

**6. Breadth of the invention:** Are there any other uses of the invention than those described above – could it be used in different applications, or is it specific to a single product or class of product?

**7. Proof of concept:** Has the invention been tested or used yet? If so, are there data available now that demonstrate the functionality you claim for the invention?

## Rights to the Invention

**8. Inventors:** Please list all who have made an intellectual contribution to the invention, together with each individual's % share of the invention (agreed by all inventors).

**9. Possible contractual restrictions on ownership of intellectual property:** Is any part of the invention based on the use of material transferred to you from another party, or the result of collaboration, or of work funded by one or more external organisations where an external party has some legal claim to intellectual property arising? If so, please list these parties and attach details from the MTA, collaboration agreement or research contract(s) that relate to intellectual property rights.

## Communication

**10. Prior publication:** Has anything relating to the invention been made public, either verbally or in writing (including posters, abstracts, website material, broadcasts etc.)? If so, what has been disclosed, when and by what means.

**11. Maintaining secrecy:** It is recommended that material relating to a patent filing is kept confidential during the first 12 months post filing; if this will be a problem for any reason (e.g. to ongoing research or collaboration commitments), please say why:

## Commercialisation

**12. Product description:** What sort of product(s) or saleable item(s) do you envisage being based on the invention?

**13. Potential customers/licensees:** Do you know of any companies who you think may be interested in buying a commercial license to your invention? *(Please list.)*

**14. Contacts and reactions:** Have you already had contact with any commercial party regarding your invention? If so who were they, and was their reaction positive, negative or unclear? *(Please also state whether these were confidential or non-confidential discussions.)*

**15. Expectations:** Can you place a monetary value on your invention? *(Please consider European, US and other world markets separately, and if possible, indicate how you arrive at these figures.)*

**16. Product development:** Describe the development status of your invention (i.e. concept stage, lab tested, prototype etc.). Can you estimate how much additional research and development effort will be required to bring product(s) based on your invention to the market? *(Please list the necessary steps, and give probable timeline and costs if possible.)*

**Other information**

**17. Permissions:** Is any part of the invention based on human material (including personal information) made available to you for research purposes? If so, please provide the relevant documentation that shows you also have permission to use that material (or results arising there from) for commercial purposes.

**18. Transferable materials:** Please list any materials you have produced in connection with your invention that might significantly assist a commercial party to develop the technology for their needs, and indicate which of these materials will be available from you for that purpose.

**19. Other information:** Is there any other information that you think would assist a decision on whether the University should proceed with efforts to patent and commercialise your invention?