Appendix V: Intellectual Property Disclosure Form

For Record and Evaluation

The purpose of this form is to record and provide information for the evaluation of intellectual property generated, which are of potential exploitable value.

1. Title of the IP

|  |  |
| --- | --- |
| Title of the IP | *Please provide a short descriptive title* |
| Form of the IP | *Please clarify what form your IP takes, e.g. literary works, invention, service, teaching material, etc.* |
| First documentation | *When and where was the IP first described in writing* |

1. Creators *(add more tables as required)*

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Institutional or Company affiliation |  |
| Home Address |  |
| Nationality |  |
| Email and Telephone |  |
| Type of contribution |  |
| Contribution (%) |  |

1. Description of the IP

|  |  |
| --- | --- |
| Explain the concept of the IP and how it works |  |
| What problem does it solve? |  |
| What is currently used to solve this problem? |  |
| What is novel about this concept? |  |
| What is the development stage of the IP? |  |
| What would the final service or product be used for? |  |
| What other variations might be possible? |  |

1. Prior Art

|  |  |
| --- | --- |
| What literature have you found on this concept? Who is talking about it? Who it creating similar concepts? |  |
| What IP searches have you done? Copyright? Patent? Trademarks? |  |

1. Funding and Contracts

If you received funding to develop your concept, it may be necessary to execute agreements about the protection and exploitation of rights.

|  |  |
| --- | --- |
| During what period was the IP created | From:  To: |
| List any funding received that contributed to the creation of the IP | Funding Source:  Funding Dates:  Project Title:  Agency/Company ref:  Funding Source:  Funding Dates:  Project Title:  Agency/Company ref:  *Add more as required* |
| Is this concept based on any third party IP? (Materials, products, services?) |  |
| Did you receive funding for any similar concepts during this period? | Funding Source:  Funding Dates:  Project Title:  Agency/Company ref: |

1. Disclosures

|  |  |
| --- | --- |
| Have you made any information about the concept public? | Written  *Please list with dates any past or planning publication of concept (including journal articles, posters, webpages, other)*  Oral  *Please list with dates any past or planned oral discussions about the concept (including presentations, demonstrations, company meetings, other)* |

1. Signatures

I/We declare to the best of my/our knowledge that the information in this form is correct and complete and I/we understand that the School will use this information to evaluate the exploitation potential of this concept, but this does not guarantee that exploitation will be facilitated by the School.

Creators:

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |
|  |  |  |
|  |  |  |