# Invention/IP Disclosure Form

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| ***For office use only*** |  |
| **Title of intellectual property:** | **Principal Investigator:** |
| **Invention identification number***:* | **Date assessed by ILO:**   /  / |

Stamp

***Received By: …………………………***

***Date: ……………………………***

**This form should be completed electronically. Click in the text area to complete the form.**

## INVENTION / IP NAME:

## INVENTION / IP DETAILS:

* 1. Explain the concept and how it works.
  2. Describe the problem to be solved by the invention/IP and/or explain the need clearly.
  3. Identify other technologies, products or processes (both existing and potential) which are used to solve this problem?
  4. What are the problems associated with these technologies, products or processes?
  5. Explain how this invention/IP overcomes these problems (*i.e*. what are its advantages).
  6. What is the current stage of development of the invention/IP?
  7. What do you consider to be the most inventive aspect of the proposed invention/IP?
  8. Are there other possible applications of the invention/IP?
  9. List the names of companies which you think would be interested in using, developing or marketing this invention/IP

## PRIOR ART

* 1. Please list relevant references from the scientific literature (use separate sheet if necessary)
  2. Please list the results of the patent search which you have conducted (use separate sheet if necessary)
  3. Has any public disclosure of the invention occurred already, without the protection of a Non-Disclosure Agreement? *(A disclosure can be transfers (Materials, Compound, Equipment), oral (seminars, interviews, demonstrations, meeting, presentations) or written (patent application, related patent application, thesis, email, internet, posters, abstracts, journal articles, etc*)).

Yes  No  (please tick as appropriate)

If Yes, please provide details.

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| **Date of Disclosure** | **Type** (e.g. journal, conference, meeting) | **Details** (incl. paper title, journal or conference name, location, etc.) |
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Is any disclosure pending?

Yes  No  (please tick as appropriate)

If Yes, please provide details.

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| **Date of Disclosure** | **Type** (e.g. journal, conference, meeting) | **Details** (incl. paper title, journal or conference name, location, etc.) |
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## FUNDING AND CONTRACTS

* 1. Please list all sources of funding which were used in support of the research which contributed to the generation of the invention/IP.

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| **Source of Funding** | **Title of Project** | **CIT Project Code** | **Agency Project Code** |
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* 1. Is the invention/IP linked to any of the following whether past, present or currently under negotiation?

1. Material transfer agreement(s) Yes  No
2. Collaboration agreement(s) Yes  No
3. Consortium agreement(s) Yes  No
4. Contract research agreement(s) Yes  No
5. Evaluation agreement(s) Yes  No
6. Option agreements(s) Yes  No
7. License agreement(s) Yes  No
8. Personal consultancy(s) Yes  No
9. Provision of equipment Yes  No
10. Open-source software license Yes  No

If Yes to any of the above, please provide details (use separate sheet if necessary)

## INVENTOR / CONTRIBUTOR DETAILS

* 1. Please list all individuals whom you consider to have made a conceptual and inventive contribution to the generation of the invention/IP and list those who have made a practical (non-inventive contribution)

**General Data Protection Regulation *(*GDPR*) Statement***

Your personal information and home address is collected for two reasons:

1. If a patent is filed based on the Invention/IP your home address will be the address filed with the patent office and will be the address used by the patent office to communicate directly with you.
2. If CIT receives any income derived from the commercialisation of the Invention/IP and you are no longer a CIT employee, CIT will use your home address to contact you to organise payment of any share of the income due to you.

This information will be electronically stored on CIT’s Knowledge Management System (Sophia) and physically stored in the Innovation and Enterprise Office. This information will be treated as CIT Confidential Information and will only be visible to CIT Innovation and Enterprise Office staff.

**Note:** Unlike authorship of a scientific publication, where patents are concerned inventorship is a matter of law and a patent that fails to name the correct inventors either because those listed are not true inventors or true inventors were excluded, may be ruled invalid.

Actual entitlement to inventorship can only be correctly assigned when prosecution of a patent application is fully complete, as it is the content of the final claims that are granted which establishes entitlement and this can be different from the original claims in the initial application. Hence, in certain circumstances, it may be necessary to amend the listing of inventors at a later date at the patent office.

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| **Name** | **Position** (e.g. staff or student) | **Institution Affiliation** | **Position** (e.g. staff or student) | **Nationality** | **Home Address** |
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## CONTRIBUTION TO THE INVENTION

Each contributor/potential inventor should write a paragraph relating to his/her contribution and include a signature and date at the end of the paragraph. The summary should include whether the individual was for example involved in deciding on a general programme of work or designing particular experiments as well as whether he/she was involved in carrying out experimental work and the extent to which he/she was carrying out other peoples’ instructions.

If there are more than five contributors, please affix additional pages. Please note that if a patent application is filed, inventorship (which has a specific legal definition) will be addressed by a patent agent. If necessary, inventorship will be determined at a later date.

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| **Lead Inventor Contribution** |
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| **Inventor 2 Contribution** |
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| **Inventor 3 Contribution** |
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| **Inventor 4 Contribution** |
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| **Inventor 5 Contribution** |
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| **Inventor 6 Contribution** |
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### Important Notice

THE ABOVE INFORMATION IS USED TO ASSESS OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS AND OF RIGHTS TO SUBSEQUENT ROYALTIES. FAILURE TO PROVIDE FULL AND ACCURATE INFORMATION MAY JEOPARDISE OR INVALIDATE ANY SUBSEQUENT PATENT APPLICATION (IF SUCH IS APPROPRIATE).

## SIGNATURES

I/we declare that to the best of my/our knowledge that the information provided in this form is correct and complete and I/we assign the intellectual property to Cork Institute of Technology in accordance with Cork Institute of Technology’s Intellectual Property Policy and Procedures.

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| **Inventor/Contributor Name** | **Signature** | **% Contribution** | **Date** |
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When completed, a copy of the signed form should be sent by e-mail to [**ronan.coleman@cit.ie**](mailto:ronan.coleman@cit.ie) (TTO Contact) with a signed original to be sent to the address below:

Ronan Coleman  
Commercialisation SpecialistInnnovation & Enterprise Office

Cork Institute of Technology  
Bishopstown  
Cork.