**AIMST UNIVERSITY**

***RESEARCH MANAGEMENT CENTRE***

INVENTION/INNOVATION DISCLOSURE FORM (IDF)

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| PERSONAL INFORMATION OF INVENTOR(S) |

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| --- | --- | --- | --- |
| **Name of Principal Inventor** |  | | |
| **Designation** |  | | |
| **School/Centre/Department** |  | | |
| **Nationality** |  | **IC/ Passport No.** |  |
| **Telephone No.** |  | | |
| **Fax No.** |  | | |
| **Email** |  | | |

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| **If this is a joint work, please state the name(s) of those involved in the invention that are eligible to be named as Co-Inventor(s) below.** |

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| **Co-Inventor(s) Name**  **–****Please state name clearly** | **School/Centre/ Department/**  **Organisation** | **Nationality** | **IC/ Passport number** |
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| **Field of Invention** |

**Please tick:**

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|  | **Fundamental Sciences Research Platform** |  | **Engineering & Technology Research Platform** |
|  | **Information & Communication Technology Research Platform** |  | **Biomedical and Health Sciences Research Platform** |
|  | **Life Sciences Research Platform** |  | **Clinical Sciences Research Platform** |
|  | **Social Transformation Research Platform** |  |  |

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| **INVENTION DISCLOSURE** | | | | |
| 1. **TITLE OF INVENTION** | | | |
| 1. **DESCRIPTION**   Please give a short description, outlining the problem it solves, how it works and its advantages and improvements over existing methods devices or materials. (Any extra information can be included as an attachment). | | | |
| 1. **R&D STATUS** 2. **Information on Source of Funds**      * 1. **Government/University support received (e.g.: grants, incentives)**      |  |  | | --- | --- | | **Research Grant Code / Account No.** | **Type of Grant (eg. FRGS, PRGS)** | |  |  | |  |  |  * 1. **Others (Third Party Funding - if applicable)**  |  | | --- | |  |      1. **Status of research**  |  |  |  | | --- | --- | --- | | **Item** | **Status** | | | **YES** | **NO** | | **R&D Completed** |  |  | | **Prototype Available (if applicable)** |  |  | | **Field Test/Clinical Trial (if applicable)** |  |  |  1. **Please list down the principal reference(s) that you use in developing this invention (e.g.: journals/books/thesis and etc.)**  |  | | --- | |  | | | | |
| 1. **EXTERNAL FUNDING AND DUE DILIGENCE.**   Was this invention developed in collaboration with any external organisations or subject to other contracts such as Material Transfer Agreements (MTAs) and Confidential Disclosure Agreements (CDAs)? Please provide any available details of the organisation, nature of collaboration or contract, and contact details and if possible, please attach a copy of the MTA or CDA. | | | |
| 1. **DISCLOSURE/PUBLICATION OF INVENTION**   (Accurate information is essential as prior disclosure may affect the possibility of obtaining patent rights). Please provide details of any publications/disclosures, which you have made or plan to make, having relevance to this invention (include papers and submitted papers, posters, conference abstracts, web articles, oral presentations, discussions with non-university employees) | | | | |
| **PART A** - PAST DISCLOSURE (IF ANY) | | | | |
| Disclosure Type | Date | | References/Comments | |
|  |  | |  | |
| **PART B** – Planned/ FUTURE DISCLOSURE (IF ANY) | | | | |
| Disclosure Type | Date | | References/Comments | |
|  |  | |  | |
| **PART C** – PRIOR ART  **Please provide details of any publications/patents known to you which are highly relevant to this invention**. **Attach results of any literature or patent searches which you have performed.** | | | | |
| Reference | | Comments | | |
|  | |  | | |
| 1. **MARKET INFORMATION:**   (Please complete this section to the best of your knowledge – the information provided will be used to assess the commercial potential of the invention)   * What are the advantages/disadvantages of this technology compared to alternatives? * What is the commercial application for this invention? How would it be sold? * Please give details of any companies who may have an interest in this technology (include competitors). Please include details of any contacts you may have in those companies (name, position and contact details if known). * Please state if there is any inquiry on the Invention from the industry. Please include details of any contacts you may have in those companies (name, position and contact details). * If you have this information, what is the estimated size and value of the market? Please attach any supporting data. | | | | |
| 1. **OTHER RELEVANT INFORMATION**   Please disclose any other information that may be relevant to patenting/commercialising this invention. | | | | |
| * **Please attach full write-up for the following topics in a separate sheet.**  1. **Background** 2. **Description** 3. **Claims & Inventive steps** 4. **Drawing & Brief description of drawing** | | | | |

**Inventor Declaration**

The information contained within this form is accurate and complete to the best of my knowledge and belief. I agree to co‑operate with AIMST University in seeking patent or other legal protection and in the exploitation of this invention.

By submitting this form the inventor(s) request that AIMST University review the invention or other development described in this Invention Disclosure Form (the "Invention") and consider taking steps to protect and commercialise it.  Inventor(s) acknowledge and agree that if AIMST University decides (at its sole discretion) to proceed with any such activities, the Invention will become a AIMST University "Project" under the terms of a master services agreement between AIMST University and the inventor(s), and that inventor(s) may be required to execute assignment and revenue sharing agreements with AIMST University in accordance with AIMST University's Revenue Sharing Policy.

AIMST University is responsible for the protection commercialisation of Intellectual Property which arises from inventor(s) affiliated with AIMST University.

**Signature of Principal Inventor:**

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**Name & Seal:**

### PURPOSE OF INVENTION DISCLOSURE FORM

This form is designed to determine the basic facts relating to an invention, design or copyright material;

The rights of all members of staff, students and others who may be involved, are protected by lodging an invention record form with AIMST University;

This form serves an additional purpose of establishing an independent reference point in support of laboratory notebooks as to when an invention was made.

### IMPORTANT INFORMATION

Information provided on this form may be used as a basis of a statement of inventorship in respect of a patent application. Incorrect information may lead to the patent not being granted or being declared invalid.

The information provided will also help AIMST University determine the commercial potential of your invention. Patenting is expensive. Therefore, it is important that a full and frank disclosure of the facts is made at this stage.

Should this invention be commercialised successfully, incorrect information on this form could lead to legal action being taken against the University and any patent applications being ruled invalid.

Any invention made by an employee in the course of employment is owned by the employer if it was made in the course of the normal duties of the employee. Therefore, any inventions (whether patentable or not) discoveries, designs, software programmes, know-how, etc. arising from work undertaken in the normal course of employment or which could reasonably be expected to have arisen from that work, belong to the University. However, in order to reward staff whom generate such intellectual property, the University has a Revenue Share arrangement so that any benefits which arise from the commercial exploitation of the intellectual property will be shared with the inventors.

### CONFIDENTIALITY

The information contained within this invention record form will be treated as confidential and will be used only for assessing the potential for protecting and commercialising the invention and if appropriate in seeking protection of the disclosed invention.

If it is intended to disclose or publish information relating to this invention in the near future, please also mark any covering letter ‘URGENT – IMMINENT PUBLICATION’.

Please read the notes on the following page carefully before answering the relevant questions. When completed, please return this form to the Research Management Centre of AIMST University.

**Notes**

**DESCRIPTION OF INVENTION**

The patent specification, when prepared will need to distinguish between what you have invented that is new and what is currently known (the so-called "Prior Art"). It will also have to describe how your invention may be reproduced. It is therefore important, that in the description of your invention you can give a summary of the Prior Art (including references where appropriate) and describe not just what you have invented but also what it is that is novel that achieves this result. This will help to produce an efficient and cost effective patent drafting and filing process.

**INVENTORSHIP**

An inventor is a person who has made an intellectual contribution to the inventive step(s) involved in the creation of the invention described in the invention record. Staff and students working under supervision and not making a positive intellectual/creative contribution to the inventive step are unlikely to be inventors. True inventorship may be determined at a later stage, with the help of the AIMST University innovation panel and/or patent agents. Inventors will be asked to sign confirmatory assignments to evidence the University’s ownership of the invention (if appropriate).

**DATE OF REDUCTION TO PRACTICE**

In most countries of the world, entitlement to a patent is determined by the date on which the patent application was first filed (the ‘filing’ or ‘priority’ date). However, in the USA, entitlement is decided by the date on which the invention was conceived (the date of invention) or, in the case of inventions made overseas, the date of importation of that invention into the USA. It is important also to provide evidence that you have been diligent in reducing the invention to practice. The US system often leads to disputes involving a great deal of evidence as to who first thought of the invention and therefore is entitled to it, and the US Courts settle entitlement dispute by examining laboratory notebook evidence. The US Courts now accept laboratory notebook evidence from non-US based inventors, provided it conforms to the very strict US guidelines on compiling laboratory notebooks. Please ask for AIMST University on keeping laboratory notebooks, should further information be required.

**PAST DISCLOSURE/PUBLICATION**

If this invention has already been published (i.e. released into the public domain in any way) it may prevent the possibility of obtaining patent protection for the idea. However, patent protection may still be possible in some countries, provided patent application(s) are filed within a certain time period.

**INTENDED DISCLOSURE/PUBLICATION**

Include details of any thesis submitted in respect of a degree at the AIMST University or any other institutions; submissions to journals; conference papers; seminar contributions; poster presentations; correspondence; e‑mails; any other disclosures should be listed. If any of these have been accepted for publication, please indicate approximate date publication may occur – please note that articles may be published on-line prior to the official publication date. Please verify this if possible and give the earliest possible date the article will be made available to the public.

**PRIOR ART**

AIMST University relies on external source for novelty search, therefore, it is important for the inventor(s) to conduct their own searching of patent and academic literature before submitting an invention record to AIMST University.

**MATERIAL TRANSFER AGREEMENTS**

It is possible that exploitation rights might have been granted to the company/organisation providing the material, as a condition of use of the material.