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**Research, Innovation & Engagement**

**Intellectual Property Disclosure Form (Inventions)**

The submission of this form starts the formal process of assessing the Intellectual Property (IP) you have developed for commercialisation. **This Invention Disclosure Form should be fully completed and submitted to** [**ivanzyl@cut.ac.za**](mailto:ivanzyl@cut.ac.za)**.** To ensure completeness of the submission, please read the embedded guidance notes when completing this invention disclosure form.

It is essential that all researchers seek advice from a Technology Transfer Office (TTO) representative for their Faculty before submitting the IP Disclosure Form. If you have any questions whilst completing the form, please contact your TTO representative.

**Overview**

The purpose of this form is to officially notify the University of IP that has been developed. The form also serves to establish a legal record of the date of conception and/or creation of the IP. An IP Disclosure Form remains a confidential document, and fully documents your IP so that the options for commercialisation can be properly evaluated.

***Before submitting the Intellectual Property Disclosure Form to the TTO you should:***

1. *Discuss your IP or research development with your TTO representative;*
2. *Confirm that all co-creators/contributors have been made aware of and agree with the contents of the submission; and*
3. *Ensure best efforts are made not to publicly disclose the intellectual property and related research to any external parties* *(this includes submission of conferences abstracts and presentation or publication of the research through any forum).*

**Intellectual Property Policy**

The CUT Intellectual Property Policy sets out the principles of protection, management and exploitation of CUT’s intellectual property in which the University asserts ownership under the the Intellectual Property Rights from Publicly Financed Research and Development Act, Act No. 51 of 2008. All University researchers have an obligation to disclose to the University any intellectual property (IP) created, that might have commercial value, solve a significant problem, or could be made into a product or service by industry.

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| **1. Details** | |
| Title describing the invention/IP |  |
| Name of TTO contact who has been consulted regarding this invention/IP |  |
| Main contact/inventor to assist the TTO with the assessment of the IP |  |

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| **2. Inventors & Contributors (Enablers)** | | | | | | | |
| *Please list all contributed to the intellectual property* ***at the time of creation***   * ***Inventor*** *- individuals without whose intellectual and creative input is necessary otherwise the intellectual property could not have been made in its present form. They must have conceived or contributed an essential element of the invention, either independently or jointly with others, during the evolution of the invention or its reduction to practice. Co-authors of publications are not necessarily creators.* * ***Contributor (Enabler)*** *- individuals who assists in reducing the intellectual property to practice, but may not have provided intellectual or creative input of significance* * *Position/status of the individual, employer/company name, affiliation* ***at the time of creation*** | | | | | | | |
| **Creator/Inventor** | **Contributor** | **Student** | **Name** | **Position** | **CUT Faculty / Department / Other HEI/ Company (if private)** | **% (Contribution** | **Email / Contact Number** |
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| **3. Intellectual Property Description** | | | |
| **Summary of the Intellectual Property**  *Attach any technical documents describing the IP including (submitted or draft) manuscripts, supporting information, posters, theses and grant applications.* | | | |
| *Describe the IP you are disclosing, particularly the aspects that you think are novel* | | | |
| *Specifically detail what aspects of the IP have been validated experimentally including key results* | | | |
| *Describe what materials or prototypes have been created in relation to the IP* | | | |
| **What is the problem solved by this IP?**  *Do not describe the invention but instead focus on the problem found with existing technology, processes or services, or a recognised problem not adequately solved by existing technologies, processes or services.* | | | |
| *What problem does your IP solve?* | | | |
| *How is the problem currently solved?* | | | |
| **Competitive Advantage**  *Describe the competitor technologies, processes or services which attempt to address the above described problem. What is the closest existing or known technology – please provide links to the related companies’ products or service webpages. What are the advantages and benefits of your invention over these competitor approaches – have you experimentally compared your invention to the “gold standard” competitor technology or process?* | | | |
| *What are the issues with current solutions that your IP will address?* | | | |
| *Detail any results that substantiate the claimed advantage* | | | |
| *How might the IP be incorporated into a product/service/process for commercialisation?* | | | |
| **What is the stage of development of the IP?**  *Please tick all that are appropriate from the options below. Technology Readiness Level (TRL) is a method to estimate the readiness of intellectual property. Detailed definitions of each level can be viewed at the following link:* [*https://en.wikipedia.org/wiki/Technology\_readiness\_level*](https://en.wikipedia.org/wiki/Technology_readiness_level) | | | |
| TRL 1: idea (e.g. initial spark, nice sketchy but still lots of ‘don’t knows’. Not fully evaluated so could actually not be viable or cost effective.)  TRL 2: concept/early stage (e.g. enough detail showing that the design has been fully researched, designed and evaluated. Now little ‘don’t knows’ as possible; initial practical applications identified)  TRL 3: proof of concept (e.g. enough details – shows proposed design, function and intended manufacture and assembly method etc.)  TRL 4: working prototype  industry interest / use | | | |
| **What date did you first make the Intellectual Property and how has this been documented?**  *The date is when the creator(s) devised the essential concepts of the invention/IP, but without necessarily having proved that it would work or having built a prototype. Identify whose laboratory notebook(s) the experimental data for this IP has been recorded in and note any reference numbers.* | | | |
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| **Market Information**  *Please list companies you have contacted, those you think are active in the area, or who want to develop a new product line. If possible please give contact information (we’ll consult you before we get in touch with them).* | | | |
| **Company** | **Country**  **(Please indicated the intended region where the invention should be protected)** | **Contact details** | **Scope of interest and/or relevance to this invention** |
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| **4. Public Disclosures** | | | | |
| **Public Disclosures**  *Consider whether any details of any of your research have been disclosed publicly and provide brief details of the disclosure subject matter:*   * *In a journal (online or in print)* * *At a conference or seminar, as an abstract, poster, power-point presentation etc (including online before the conference)* * *In any other publicly disclosed communication, including conversation* * *In a PhD, Masters thesis or project write up* * *Attach any relevant disclosure documents* * *If students were involved, please include details of any material or presentations made for examination* | | | | |
| Provide details of **previous** disclosures of this IP | | | | |
| **Date** | **Type of disclosure** | **Aspects of the IP disclosed** | **Details or reference of the Journal/Conference/Seminar/Thesis** | **Copy attached** |
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| Provide details of any **upcoming** disclosures of this IP | | | | |
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| **Prior Art**  *Please provide list publications, details of literature and patent searches that are closely related to your IP, and attach a list of the keywords used and results obtained.* | | | | |
| **Publication details** | | **Relevance to the IP and how does your IP differ** | | |
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| **5. Sources of Funding** | | | | | | | | | | | |
| ***Was the Intellectual Property developed using any research grants/contract funds?***  *Please answer  Yes or  No*  ***If Yes, provide details:***  *Give the applicable contract/grant, project title(s) and the project start/end dates on the project(s) in the table below if the IP was made in connection with research funding. Consider funding used by all* ***contributors*** *including* ***students.*** *Please note any non-CUT collaborators who are grant co-applicants, sub-contractors or are otherwise supported under the grant. We need to ensure that we fulfil our obligations under research grants and contracts.*  *Please attach any relevant contract.* | | | | | | | | | | | |
| **Grant/Contract** | | | **Title** | | | | **Sponsor** | **Collaborators** | | | **Start and End Dates** |
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| **Obligations to sponsors**  *Are you aware of any obligations to any sponsors e.g. disclosure of inventions/IP, final project reports, or commercial grant of rights (option/licences)?* | | | | | | | | | | | |
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| **6. Use of Information [Complete if applicable]** | | | | | | | | | | | |
| *Was any aspect of the Invention made possible, in whole or in part, by the use of Information obtained from individuals other than contributors listed above or from organisations other than CUT?* | | | | | | | | | | | |
| **Date** | | **Information provider** | | | | **Affiliation of provider** | | | | **Details of information provided** | |
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| **7. Materials [Complete if applicable]** | | | | | | | | | | | |
| *Was any aspect of the Intellectual Property made possible, in whole or in part, by the use of tangible Materials obtained from individuals other than contributors listed above or from organisations other than the Central University of Technology?* | | | | | | | | | | | |
| **Date** | **Materials provider** | | | **Affiliation of provider** | **Details of Material provided** | | | | **Was a Material Transfer Agreement (MTA) signed in respect of receipt of the materials? If yes, please provide a copy.** | | |
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| **In the course of creating the invention have you developed any Materials that may be of commercial value?** *Please provide details. Such materials are often of a biological nature e.g. cell lines, antibodies, plasmids, disease models and assay but can include any non-­‐biological material or prototypes.* | | | | | | | | | | | |
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| **8. Future Research** |
| *What further research which will be conducted over the next 12 months to demonstrate proof of concept or further validate the Intellectual Property? For example, for platform technologies the demonstration of an advantageous application and comparisons to “gold standard” commercial technologies or products.* |
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