



# SOP for Filling the Technology Submission Form:

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- Here's an SOP designed to assist you in answering each question in the technology submission form.
- This guide is structured to help you gather and organise the necessary information in advance, ensuring that the form is filled out thoroughly and accurately.
- By following these step-by-step instructions, you'll have a clear understanding of how to provide detailed, thoughtful responses for each section.
- This will not only save time during the submission process but also ensure that all essential aspects of your invention, including its details, protection, and commercialization potential, are covered comprehensively.
- Preparing this information ahead of time will make the form-filling experience smooth and efficient.

## 1. Title of Invention:

- Provide a brief, clear, and descriptive title of the invention. It should reflect the essence of the invention while being concise.

## 2. Primary Inventor:

- Provide details of the primary inventor. Include full name, department, affiliation with IIIT Delhi, office address, email, and phone number.

## 3. Mobile Number for Correspondence:

- Enter a valid mobile number that will be used for communication.

## 4. Email ID:

- Provide a working email address that can be used for official correspondence.

## 5. Other Inventors (from IIIT Delhi):

- If there are other inventors, provide their details, including department, affiliation, office address, email, and type of association (full-time, part-time, academic/research project). Mention “NA” if there are no other inventors.

## 6. Inventors (Outside IIIT Delhi):

- List any co-inventors outside of IIIT Delhi. Include their name, designation, organisation, address, and the nature of their affiliation with the invention.

## 7. Where Did the Research Leading to This Invention Take Place?

- Specify the location(s) where the research took place. This may include labs, institutions, or specific projects.

## 8. Invention Details:

- **a. Novel Aspects:** Highlight what makes your invention unique.
- **b. Function:** Explain what the invention does and how it works.
- **c. Significance:** State the importance of the invention in its field.
- **d. Improvement:** Compare your invention to existing technologies.
- **e. Applications:** Describe the potential uses of your invention.

## 9. Present TRL (Technology Readiness Level):

- Indicate the current readiness level of the technology. Use TRL scales ranging from 1 (basic principles) to 9 (proven and used in operations).

## 10. Time Taken to Reach the Present Stage:

- Specify the duration taken to develop the invention from the idea to its current stage.

## 11. Ongoing Work in the Pipeline:

- Mention any ongoing work related to the invention and when you expect it to be completed.

## 12. Special Time Sensitivities:

- Explain if the invention has any specific time-sensitive factors, such as patents expiring, market demand peaks, or competitor advancements.

## 13. Validation of Invention:

- Indicate the level of testing done on the invention (choose from market testing, functional testing, surveys, expert feedback, etc.).

## 14. Protection of Invention:

- Indicate whether any statutory protection (patents, copyrights, trademarks) has been filed.

#### **15. Details of Protection, if Any:**

- Provide details of any existing IPR protection, including registration numbers and type of IPR filed.

#### **16. Brief Abstract for Patent Search:**

- Provide an abstract summarising the invention's novel features. Include relevant keywords to facilitate patent searches if no IPR has been filed yet.

#### **17. Public Disclosure:**

- State whether the invention has been disclosed publicly in any form (e.g., conferences, publications).

#### **18. Details of Public Disclosures:**

- List the specifics of all public disclosures, such as conference names, publication details, and dates.

#### **19. Future Public Disclosures:**

- Mention if there are any planned public disclosures. Include relevant details and dates.

#### **20. Related Invention Abstract:**

- If there are similar inventions already in the market, provide a brief description and key points of the most relevant invention.

#### **21. IIITD Funding Details:**

- Provide details of any IIIT Delhi funding used for the research, such as departmental funds or central resources.

#### **22. External Research Funding Sources:**

- List all external sources of funding that supported the research, including grants, schemes, or industry collaborations.

#### **23. Other Conditions or Obligations:**

- Mention if the research is subject to any agreements (e.g., confidentiality or collaboration agreements) and provide details.

#### **24. Mode of Commercialization:**

- Indicate if you have identified a mode of commercialization or if you're in discussions with companies. Provide details if applicable.

#### **25. Companies Interested in Commercial Manufacture:**

- List five companies that may be interested in manufacturing or commercialising the technology.

#### **26. Starting a Venture:**

- State if you are willing to start a venture or if you already have a company. Provide any relevant details of existing or planned ventures.

#### **27. Online Resources:**

- Share links to any online resources related to the invention, such as videos, research papers, or presentations.

#### **28. Photographs or Video Demo:**

- Upload a zip file with images or a video demonstration of the invention.

#### **29. Presentation or Document:**

- Upload a presentation or document detailing the outcomes, applications, competitors, and novelty of the invention.

#### **30. MoU/Agreements with Funding Agencies:**

- If there are agreements with funding agencies, summarise the details and merge the documents into a single PDF before uploading.

This SOP will ensure that the form is completed systematically with the necessary information for each question.