

**Research, Innovation & Commercialisation**

**Intellectual Property Disclosure Form**

**(Copyright & Software)**

Please use this Intellectual Property (IP) Disclosure Form if your intellectual property relates to Copyright and Software, including but not limited to:

* Computer Programs, Apps
* Algorithms, Databases, Questionnaires, Evaluation Tools
* Artistic, Musical and Dramatic Works
* Cinematic and Multimedia Works
* Screenplays, Creative and Performance Arts, Sound Recordings and Broadcasts

Submission of an IP Disclosure Form starts the formal process of assessing the IP you have developed for commercialisation. The assessment will be undertaken by the IP & Technology Transfer Services Team. **The fully completed IP Disclosure Form should be submitted through ServiceNow:**

**ServiceNow ð Research ð Request Something ð** [**Pre-Invention Disclosure Request**](https://unimelb.service-now.com/research?id=sc_cat_item&sys_id=fcfe0f6edbb53fc4f1b6126b3a961970)

**It is essential that all researchers seek advice from the Research, Innovation & Commercialisation Business Development representative for their Faculty before submitting the IP Disclosure Form. If you have any questions whilst completing the form go to your Business Development representative. As an alternative you may send your query to** [**ip-mailbox@unimelb.edu.au**](mailto:ip-mailbox@unimelb.edu.au)**.**

**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 IP Disclosure Form to the University, you should:*

1. *Discuss your IP or research development with your Business Development representative (*[*https://staff.unimelb.edu.au/research/partnerships*](https://staff.unimelb.edu.au/research/partnerships)*);*
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.*

**Intellectual Property Policy**

The [Intellectual Property Policy (MPF1320)](https://policy.unimelb.edu.au/MPF1320) sets out the principles of management and administration of intellectual property in which the University asserts ownership under the [University of Melbourne Act 2009 (Vic)](http://www.legislation.vic.gov.au/domino/web_notes/ldms/pubstatbook.nsf/edfb620cf7503d1aca256da4001b08af/489fcdb5278f3602ca25767f00102b11/$file/09-078a.pdf), the [University of Melbourne Statute](http://unimelb.edu.au/governance/statutes) and the [Vice-Chancellor Regulation](http://unimelb.edu.au/governance/statutes).

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| **1. Details** | | |
| Title of the IP |  | |
|  | **Name** | **Contact Details** |
| Details of researcher submitting the disclosure |  |  |
| Name of RIC Contact you have consulted with  (e.g. Knowledge & Technology Transfer Manager) |  |  |
| Name of the RIC-Business Development Manager for your faculty that you have consulted with |  |  |

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| **2. Description** | | | |
| **2.1 What is the stage of development of the Intellectual Property?**  *Please tick all that are appropriate from the following options:*  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> | | | |
| TRL 1: idea / concept (e.g., feasibility of the idea/concept considered)  TRL 2: proof of concept observed (e.g., idea/concept has been validated)  TRL 3: prototype developed (e.g., use cases underway)  TRL 4: prototype validated in relevant environment(s)(e.g., pilot trials conducted and evaluated)  Industry interest / use (e.g., has an industry partner expressed an interest in the project and would like to use it for purposes aside from research e.g. commercialisation and implementation into the field?) | | | |
| **2.2 Summary of the Intellectual Property** | | | |
| ***What is the industry or society problem you are trying to solve?*** | | | |
| ***What are the issues with the current industry or societal solutions?*** | | | |
| ***How is the problem currently solved in industry or society?***  ***If there is no current solution, please state.*** | | | |
| ***Describe your solution and how it addresses the problem?***  *For example, are you developing a new training program, product, service, software application, algorithm etc? In order to conduct this product and/or service, what IP is underpinning it? Please refer to the diagram in Attachment A for what type of IP applies to you.* | | | |
| ***Detail and provide any results substantiating that the intellectual property solves the problem.***  *This may be in the form of experimental results, research findings, fieldwork surveys, questionnaire responses, focus group responses etc.* | | | |
| ***How can the intellectual property be incorporated into a product/service/process for implementation into the community and/or commercialisation?***  *For example, developing a training program, conducting consulting services, developing tool kits that can be consumed, partnering with an industry partner to implement etc.*  ***If the intention is to create a for purpose social enterprise by offering products and/or services to generate social impact, please state how you are hoping to achieve this through translation and commercialisation.*** | | | |
| ***If this could be implemented into communities and/or the market, who are your users, beneficiaries, customers and partners?*** | | | |
| *What date did you first create the intellectual property?* | | Click or tap to enter a date. | |
| *How has the intellectual property been documented?*  *For example, in laboratory notebooks, research publications, websites, videos, recordings etc?* | |  | |
| **2.3 Industry/Community interest**  *Please list companies and/or community groups you have engaged with and/or those you think would be interested.*  What is the nature of interest (verbal discussions or written expression of interest)? If known, please provide further details below and/or attach the relevant documentation. | | | |
| **Company/Community groups** | **Contact details** | | **Scope of interest** |
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| **2.4 Future research and development** | | | |
| ***What do you think is the next step to develop your intellectual property towards its application to solve the problem identified above, and do you have funding to support this?***  *For example, need funding to conduct pilot trials to validate methodology, create training programs etc.* | | | |

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| **3. IP Register** | | | | | |
| *List the IP assets that you have created that are necessary to conduct further commercialisation, research translation or industry engagement below.*  *Examples of IP assets include:*   * *Training materials* * *Software* * *Videos* * *Recordings* * *Reports* * *Images*   *For a full list, please refer to Attachment A.* | | | | | |
| **No.** | **Copyright Material** | **Creator(s)** | **Contributor(s)** | **Owner(s)** | **Date created** |
|  | E.g. research report, data, video recordings, training materials, illustrations. | Refer to Section 4 of the form | Refer to Section 4 of the form | E.g., University of Melbourne |  |
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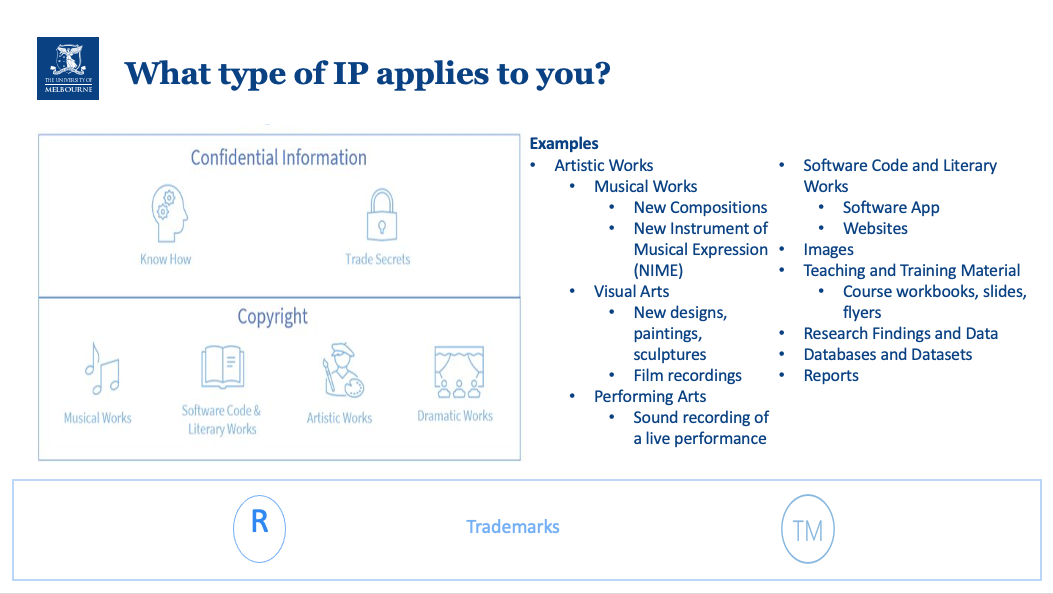
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| **4. Creators and Contributors** | | | | | | | |
| *Please list all persons who contributed to the intellectual property* ***at the time of creation***   * *Creator – individuals who create the work of expression e.g. authors of software code.* * *Contributor – individuals who provided intellectual and creative input into the concept.* * *Student – individuals who are graduate and undergraduate students. E.g. MA/PhD researchers.* | | | | | | | |
| **Creator** | **Contributor** | **Student** | **Name** | **Position at the time of creating the IP** | **UoM Faculty / Department / School** | **Any external affiliations or joint appointments?** | **Email / Contact No.** |
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| **5. Third-Party Copyright Creation** | | | | | |
| *To your knowledge, was any aspect of the intellectual property made possible by the use of Software and/or Copyright material obtained from individuals other than contributors listed above or from organisations other than the University of Melbourne (e.g., engaged with an independent contractor)?*  *E.g. Are you using any copyright material (images, videos, transcripts from different publications etc.) that is not owned by the University of Melbourne?* | | | | | |
| **Name** | **Affiliation of provider** | | **Details of software and/or copyright material provided** | | **Email / Contact No.** |
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| **For Software Only**  **Third-party source code or libraries used in software**  *Please list all third-party material incorporated in the software developed.*  *E.g. Are you using any software that is not owned by the University of Melbourne i.e. open source code, third party software.*  *This includes all open source code, free executable code, public domain code, library code, and all other executable or source code not written by any of the Authors listed in this form, whether such code is directly embedded in the software or accessed by the software when it is executed. Third-party code is generally governed by licensing terms that must be reviewed.* | | | | | |
| **Name of third-party code** | | **Web page to download code** | | **Link to third-party license** | |
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| **6. Sources of Funding** | | | | | | |
| **Was the intellectual property developed using any research grants/contract funds?**  Please answer:  Yes or  No  **If Yes:**  List the applicable contract/grant in the table below. Also consider funding used by all **contributors** including **students.** Please note any non-University of Melbourne 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** | **Themis ID**  **(if applicable)** | **Title** | **Sponsor** | **Collaborators** | **Start Date** | **End Date** |
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| **7. Public Disclosures** | | | | |
| **Public Disclosures**  Consider whether any details of any of your research/intellectual property have been disclosed publicly and provide brief details of the disclosed subject matter:   * In a journal (online or in print). * At a conference, as an abstract, poster, power-point presentation, exhibition, performance etc (including online before the conference). * In any other publicly disclosed communication, including conversation, reports, podcasts, recordings, websites. * In a PhD, Master’s thesis or project write up. * Attach any relevant disclosure documents or provide links where relevant. * If students were involved, please include details of any material or presentations. | | | | |
| Provide details of **previous** disclosures of the intellectual property | | | | |
| **Date** | **Type of disclosure** | **Aspects of the intellectual property disclosed** | **Details or reference of the Journal / Conference / Seminar / Thesis** | **Copy attached** |
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| Provide details of any **upcoming** disclosures of this intellectual property | | | | |
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**Attachment A: What IP applies to you?**

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