

**Research, Innovation & Commercialisation**

**Intellectual Property Disclosure Form (Patents)**

Please use this Disclosure Form if your intellectual property relates to Patents.

Submission of an Intellectual Property (IP) Disclosure Form starts the formal process of assessing the IP you have developed for commercialisation. This IP Disclosure Form should be fully completed and submitted to:

**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 Intellectual Property 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)*);*

1. *Confirm that all co-creators/contributors have been made aware of and agree with the contents of the submission; and*
2. *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 of RIC Contact you have consulted with |  |
| Main contact to assist the University with the assessment of the IP |  |

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| **2. Creators & Contributors** | | | | | | | |
| *Please list all those who contributed to the intellectual property* ***at the time of creation***   * *Creator- 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-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* ***at the time of creation*** | | | | | | | |
| **Creator** | **Contributor** | **Student** | **Name** | **Position** | **UoM Faculty / Department / School** | **Any external affiliations or joint appointments** | **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?** | | | | | |
| *What problem does your IP solve?* | | | | | |
| *How is the problem currently solved?* | | | | | |
| **Competitive Advantage** | | | | | |
| *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 following options:* | | | | | |
| TRL 1: idea / concept (e.g., target identification)  TRL 2: early stage (e.g., target assay development and screening, initial practical applications identified)  TRL 3: proof of concept (e.g. target validation)  TRL 4: bench prototype  industry interest / use | | | | | |
| **What date did you first make the Intellectual Property and how has this been documented?**  *Identify whose laboratory notebook(s) the experimental data for this IP has been recorded in and note any reference numbers.* | | | | | |
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| **Was any aspect of the Intellectual Property developed overseas?**  *If YES, identify the country in which the work was carried out and briefly describe the nature of the work performed* | | | | | |
| **Date** | **Name of Researcher** | **Nature of Work Performed** | | | **Country** |
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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** | | | **Contact details** | **Scope of interest** | |
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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 disclosed 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 details of literature and patent searches that are closely related to your IP.* | | | | |
| **Publication details** | | **Relevance to the IP and how does you 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-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** | **Title** | **Sponsor** | **Collaborators** | **Start and End Dates** |
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| **6. 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 University of Melbourne?* | | | | |
| **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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|  |  |  |  | **Yes or**  **No** |

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| **7. Future Research** |
| *Details any 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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