

<b>Universiti Tunku Abdul Rahman</b>			
<b>Form Title : Intellectual Property (IP) Disclosure Form</b>			
Form Number : <b>FM-DCC-005</b>	Rev No: <b>1</b>	Effective Date: <b>14/06/2016</b>	Page No: <b>1 of 7</b>

## **CONFIDENTIAL**

Pursuant to the UTAR Intellectual Property Policy, you are required to inform the University of any Intellectual Property created by you during your service/education in the University. This form is to be submitted by the Project Leader.

**The information on this form will be kept confidential but where necessary, certain information may be transmitted to the external sponsor(s) of your research, if any.**

### **SECTION A: To be completed by the Applicant**

<b>1. Title of Intellectual Property</b>

<b>2. Brief Description of the Intellectual Property</b>
<b>Keywords:</b>

<b>3. Protection of Intellectual Property</b>
<p>The IP can be protected as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Patent (applicant must also submit Form FM-DCC-005A)</li> <li><input type="checkbox"/> Industrial Design (applicant must also submit Form FM-DCC-005B)</li> <li><input type="checkbox"/> Copyright (applicant must also submit Form FM-DCC-005C)</li> <li><input type="checkbox"/> Layout-Design of Integrated Circuit (applicant must also submit Form FM-DCC-005D)</li> <li><input type="checkbox"/> New Plant Variety (applicant must also submit Form FM-DCC-005E)</li> <li><input type="checkbox"/> Confidential Information/Trade Secret</li> </ul> <p><b>If you are unsure, please contact the Department of Consultancy and Commercialisation to discuss about this.</b></p>

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#### 4. Originator of Intellectual Property

Include everyone (UTAR and external collaborator) who has contributed to the creation of the IP. The first entry must be the Project Leader.

Name	
Title	*Prof/Assoc Prof/Asst Prof/Dr/Mr/Ms
Relationship	*UTAR Staff/UTAR Student/UTAR Contractor/External Collaborator
Faculty	
Organisation	
Home Address	
Citizenship	
NRIC/Passport No.	
Telephone	
Email	
Percentage of Contribution	% (only applicable to UTAR staff/student/contractor)

Name	
Title	*Prof/Assoc Prof/Asst Prof/Dr/Mr/Ms
Relationship	*UTAR Staff/UTAR Student/UTAR Contractor/External Collaborator
Faculty	
Organisation	
Home Address	
Citizenship	
NRIC/Passport No.	
Telephone	
Email	
Percentage of Contribution	% (only applicable to UTAR staff/student/contractor)

**If more, please add additional sheets.**

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## 5. Ownership of Intellectual Property

a. Please attach a copy of the funding agreement where the fund has been used in the creation of this IP.

☐ No funding agreement

Organisation Name	Contact No.	Duration	Amount	Principal Researcher

b. If the creation of the IP involves other organisation (as indicated in Section A(4)), please provide the following (if any):

- ☐ Research Agreement  
☐ Memorandum of Understanding  
☐ No agreement

c. Please indicate how the IP will be shared:

Organisation / Individual	Percentage Ownership
Universiti Tunku Abdul Rahman	
<b>Total</b>	100

Or

☐ To be negotiated

d. Is any material used in the creation of this IP covered by a material transfer agreement?

- ☐ Yes (please attach a copy)  
☐ No

e. Does this new IP uses any pre-existing IP?

- ☐ Yes (please attach the details)  
☐ No

## 6. Commercialisation

a. The IP is available in the following stage:

- ☐ Lab  
☐ Prototype  
☐ Commercial ready product/Completed work

b. The potential commercial value of the IP is:

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c. List out the possible markets or industries where the IP can be commercialised:

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d. List out any organisation or person who may be interested in this IP:

Name	Contact No.	Email

## 7. Public Disclosure

a. Have you made any public disclosure of the IP?

- ☐ Yes  
☐ No

(i) If Yes, please list the details:

Event (Conference/Journal name, Exhibition/Meeting title etc)	Place (Address / Website)	Date (dd/mm/yyyy)

(ii) If No, when is your earliest planned publication?

Date (dd/mm/yyyy)	
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## 8. Domain

a. The IP is under the following domain:

- ☐ Scientific / Technological  
☐ Non-scientific / Non-technological

If the IP created belongs to the Scientific or Technological domain, **please provide as a separate attachment**, detailed information covering the following:

- i. Background Art
  - What is the state of the art?
  - What are the problems not yet solved?
  - What are the disadvantages of previous IP?
- ii. Detailed technical disclosure of the IP
  - What are the technical features of the IP?
  - How is it made and used?
- iii. Novelty of the IP
  - What are the advantages and improvements over existing IP?
- iv. Commercial applications

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## 9. Declaration

[To be signed by UTAR staff and contractors only]

\*I/We confirm that all statements made and the information given are true and correct and that \*I/we have not withheld any material fact. \*I/We have read and understood the "UTAR Intellectual Property Policy" of the University and \*I/we confirm that \*I/we am in compliance with the Policy thereof.

\*I/We, the undersigned being \*an employee/employees or contractors of Universiti Tunku Abdul Rahman declared that:

1. The above intellectual property has been conceived in the course of \*my/our \*employment/contract with Universiti Tunku Abdul Rahman;
2. In consideration of \*my/our contract of service or contract for service (whichever applicable), \*I/we hereby assign all our rights, title and interest in respect of the intellectual property to Universiti Tunku Abdul Rahman;
3. To the best of \*my/our knowledge, the above intellectual property is not infringing any rights of any third party;
4. In the event the intellectual property is successfully commercialised by Universiti Tunku Abdul Rahman or any third party, \*I/we agree to any compensation benefits as may be implemented from time to time by Universiti Tunku Abdul Rahman.

\_\_\_\_\_  
Name:  
Date:  
(Project Leader)

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Name:  
Date:

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Name:  
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Date:

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Name:  
Date:

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## SECTION B: To be completed by the Dean of Faculty / Director of Institute

This section is to be completed by the Project Leader's Dean or Director.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
<div style="border: 1px solid black; height: 100px; margin-top: 10px;">         Remarks:       </div>
<div style="border-top: 1px solid black; margin-top: 20px;">         Dean/Director's Signature &amp; Stamp       </div> <div style="margin-top: 10px;">         Date:       </div>

## SECTION C: For Department of Consultancy and Commercialisation Use Only

Application No.	
IPMC Decision	<input type="checkbox"/> Recommended for IP Protection <input type="checkbox"/> Recommended for IP Release to IP Creator
Decision Date	