**Invention Disclosure Form**

 **Research Services**

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| The purpose of this form is for the Latrobe University Intellectual Property (IP) Review Committee to assess a proposed invention for filing of a provisional patent application and/or commercial plan. This information is needed prior to the filing of any provisional patent application.Before completing this form please refer to background information about patentable inventions at IP Australia website: [*http://www.ipaustralia.gov.au/get-the-right-ip/patents/*](http://www.ipaustralia.gov.au/get-the-right-ip/patents/)If you consider you have a patentable invention then the Head Researcher is to complete the **white boxes** at **Parts 1 to 3** of this document. Please submit electronically as a Word document only.*(Please advise if you would like further information regarding patenting and commercialisation, or to arrange a meeting for discussion, or help in completing this entire document).*  |
| **Research Services to complete shaded boxes.** |

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| **Part 1** |  |
| **The Invention Disclosure**  |
| **Contacts:** |
| Researcher Name: |
| Researcher Email: |
| Researcher phone number: |
| Researcher Department: |
| Date of submission by researcher: |
| **Research Services Case Manager:** |
| **Disclosure ID:** |
| **Technology ID:** |
| **Date of review by Research Services Case Manager:** |

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| 1. **What is the proposed title of the invention?**
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| Descriptive working title  |  |
| 1. **Technology:** (Non-Technical Description)
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| Provide a brief **non-technical** description of the technology including a description of what the technology relates to and what the proposed invention achieves. Is it a method and/or product? |
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| **3. What is new about the invention?** |
| What finding or development is new and different from anything else previously known?  |  |
| **4. What is inventive about the invention?** |
| Identify a problem that this invention solves.Does this invention provide an advantage or an alternative over the art?What special technical features are required to achieve invention? |  |
| **5. Is the invention a further development of one or more of your previous patent application(s)?** |
| Please refer to any earlier patent applications if applicable. |  |

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| **6. What is the present stage of technical development?** |
| Summarise the nature of the experimental data that supports the notion that the invention works. Is the data readily available if required for patent? |
| **7. What further technical progress is required?** |
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| **8. Please provide a detailed technical description of the invention. Please provide this at Appendix A at the end of this document including any relevant figures and data.** |
| **9. What are possible applications, uses, and markets for this invention?** |
| For example, biological inventions please highlight likely major therapeutic/ preventive indication and/or genus/ species applications |  |
| **10. Research Team:** Industry Connections |
| Briefly describe current and past connections (if any) with industry partners through research contacts, consultancies, previous industry employment or previous technology commercialisation experience |
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| **11. Commercialisation:** Potential partners |
| Have you any existing commercial partners or have you contacted or identified any companies who could be potential partners to support, develop and use the invention. |
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| **12. Market** |
| Please define the target market and describe the size and growth **rate** of the potential market. |
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| **13. Market:** Competitors |
| Who are the competitors? What is the likely competitive advantage of the end product over the competing technology e.g., cost, convenience, safety etc. |
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| **14. Market:** Other Risks |
| Please detail any technical risks, market related risk, regulatory risks, end-user acceptance, legal risks, financial risks that you are aware of. |
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| **Part 2** |  |
| **Publications** |
| **15. Has the invention been already been described in a publication?** |
| Publications include external discussions and oral presentation at any external meeting where no confidentiality agreement was in place, an abstract that has been submitted or published, a journal paper that has been submitted or published, a conference paper , a poster that has been viewed at a conference or exhibition, a thesis, other publications including media or promotional.\*If a publication has occurred please provide copies of any publications and/ or details of date and content of disclosure. |
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| **16. Is a publication planned?** |
| If a publication (described above) is planned please indicate where and when it is proposed to be published. Provide a copy of the proposed paper or abstract or presentation for review if this has not yet been done. |

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| **17. Please briefly summarise and provide copies of the research team’s most relevant publications relating to this technology.**  |
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| **18. Has a literature or patent search been undertaken?** | **YES/NO** |
| Preliminary early stage literature and patent searches should be completed to determine whether the invention may already be in the public domain. Please indicates closest / related publications (attach if necessary). |
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|  **\*Research Services to complete a Patent Landscape Search** |

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| **Part 3** |  |
| **Inventorship and Ownership** |
| **19. Are there laboratory notebooks/ other documentation documenting this invention?** |  |
| **DATE OF INVENTION** : |  |
| **20. Has any part of the project been funded from an external source?** |
| For example, has funding been received from?1. A private sector company
2. The Australian Research Council
3. The National Health and Medical Research Council
4. A R&D Corporation
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| **21.** **Was the technology developed using any materials received from another organisation (either with, or without, a Materials Transfer Agreement)? Provide a reference or attach a copy of any Materials Transfer Agreements that were made.** |
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| **22. Who are the proposed inventors?** |
| **Please indicate position/ employer of each inventor. Please indicate any proposed inventors that are an undergraduate student or postgraduate student?** |
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| **\*All proposed inventors are required to independently complete a DETERMINATION OF INVENTORSHIP FORM prior to filing of a provisional patent application.** |

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| What is the date that this Invention Disclosure Form is signed? |  |

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| Signature of Head Researcher |  |
|  | **Print Name** |
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| Signature of Head of Department |  |
|  | **Print Name** |
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| **Assessment:** Decision |
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**APPENDIX A**

**(Detailed Technical Description of the Invention)**