**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?** | | |
| Descriptive working title |  | |
| 1. **Technology:** (Non-Technical Description) | | |
| 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 | |  |
| **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)**