**NOTIFICATION OF NEW UQ IP**

**THE UNIVERSITY OF QUEENSLAND**

**CONFIDENTIAL**

This document is a disclosure form for an invention developed by The University of Queensland staff, students or affiliate.

The form includes questions about ownership of Intellectual Property, the invention, and technical and economic aspects.

The information provided will assist UniQuest and the University in the evaluation and prioritisation of the appropriate actions necessary to protect and potentially commercialise the invention. Complete and thoughtful responses to those questions will, in the long run, result in more effective and efficient dialogue with patent attorneys and the private sector. If you think you have made an invention but are not sure, then say so in your disclosure. We will assist you in the evaluation.

It would also be helpful if first time disclosures included a curriculum vitae of the principal inventor(s).

Upon completion of the form and signature by **all** the appropriate people, please return this form to your faculty or institute Research Partnerships Manager

**CHECKLIST TO COMPLETE BEFORE SUBMISSION**

1. Have all the originators signed the form?
2. Have you included all appropriate supporting material?
3. Have you kept a copy for your records?

# DISCLOSURE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (OFFICE USE ONLY)

**NOTIFICATION OF NEW UQ IP**

***NOTE:*** *Invention disclosures are treated as confidential information. Except for individuals engaged in the evaluation and approval process, the information will not be divulged to others without the permission of the inventor(s), except as required by law.*

**SECTION A**

**Please answer all questions in this section.**

Who is the primary contact within the University for this invention?

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| --- | --- | --- | --- |
| Title and name |  | | |
| Telephone |  | Email |  |
| Organisational unit |  | | |

**INVENTION DETAILS**

1. What is the title of the invention?

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1. What is the field of technology?

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| --- | --- | --- | --- | --- | --- |
|  | Agriculture/Aquaculture |  | Biotechnology |  | Chemical |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Computer/IT/Software |  | Energy |  | Electrical/Electronics |

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| --- | --- | --- | --- | --- | --- |
|  | Environmental |  | Pharmaceuticals |  | Materials |

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| --- | --- | --- | --- | --- | --- |
|  | Medical/Diagnostics |  | Mechanical/Engineering |  | Pharmaceuticals |

Other (please describe)

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1. Provide a full (and understandable) description of the invention. If more space is required, please attach additional pages to this form. Please attach drawings as appropriate.

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1. What problems with existing technology are solved by the invention?

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1. Has the invention been tested experimentally? What is shown by the data?

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**DISCLOSURE**

1. Has the invention been described in a publication, abstract, public presentation, conference, poster, etc? If so, please provide dates and copies of any manuscript, preprint, or abstract.

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1. Is a publication or oral disclosure descriptive of the invention planned within the next six months? If yes, give date (estimate, if unknown) and attach copies of any existing manuscripts, preprints, or abstracts.

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1. Has the invention been disclosed to any colleagues or collaborators outside the University of Queensland? If yes, please give details.

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**CONTRIBUTORS**

Who made a material contribution to the conception of the invention and/or the design or construction of any prototype?

**Contributor A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Full name |  | | |
| Position |  | | | | FT/PT/Visitor/Student |  |
| Org unit | |  | | | | |
| Telephone | |  | Email |  | | |
| Country of citizenship | | |  | | | |
| Home address | | |  | | | |
| Description of contribution | | |  | | | |
| Signature of contributor | | |  | | | |
| Date | | |  | | | |

**Contributor B**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Full name |  | | |
| Position |  | | | | FT/PT/Visitor/Student |  |
| Org unit | |  | | | | |
| Telephone | |  | Email |  | | |
| Country of citizenship | | |  | | | |
| Home address | | |  | | | |
| Description of contribution | | |  | | | |
| Signature of contributor | | |  | | | |
| Date | | |  | | | |

**Contributor C**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Full name |  | | |
| Position |  | | | | FT/PT/Visitor/Student |  |
| Org unit | |  | | | | |
| Telephone | |  | Email |  | | |
| Country of citizenship | | |  | | | |
| Home address | | |  | | | |
| Description of contribution | | |  | | | |
| Signature of contributor | | |  | | | |
| Date | | |  | | | |

**If there are additional contributors, please copy this page and attach it to the form.**

**Please ensure that you include names, contact details and thesis titles of any students who have worked on any aspect of the project.**

**SECTION B**

Completion of the information in this section will be useful in the

assessment of the commercial potential.

###### OTHER BACKGROUND INFORMATION

1. What is the closest existing or known technology?

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1. Have you completed a patent or literature search for similar or related technologies? Please include those results, if available.

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1. What do you see are the possible applications and markets for the invention?

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1. Do you have the funds, time, staff and other resources to undertake additional research which may be required for a patent application (for example obtain additional experimental data, construct a prototype or produce samples)?

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1. Please list individuals (both on and/or off campus) with technical or economic knowledge in the field of the invention who could be asked (under confidentiality undertakings) to review, assess, or evaluate the technical and commercial potential of this invention.

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1. Was the effort that led to this invention undertaken as part of a funded research project? If yes, please provide details.

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1. As far as you know, does the funding agency/company have any claims to ownership of the invention? If yes, please indicate the nature of these commitments.

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1. Were University resources, such as facilities, equipment, materials, funds, information, or the time or services of yourself and/or other University employees, used in the production of the work or development of the invention? If yes, please indicate the nature of these contributions.

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1. Are you aware of any contracts that might relate to aspects of the invention (e.g. materials transfer agreements, Linkage Grant contract, etc)?

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1. Please include any other information which you feel may be important in the assessment of your invention?

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