**Title of Intellectual Property (Invention):**

|  |  |
| --- | --- |
| **Form completed by:** |       |
| **Job Title** |       |
| **Department/Faculty/School** |       |
| **Supervisor’s Name (if student/staff)** |       |
| **Phone** | (   )-   -     |
| **E-mail** |       |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This section is to be completed by**

**Head of Department, Dean of Faculty, or Director of School**

**Disclosed to:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:**

**Title:**

**Received by the Research Innovation Office (RIO) on Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose**

The purpose of this Form is to ensure that individuals who have made contributions to the creation of intellectual property (IP) are recognized, to identify any IP restrictions regarding research contracts and agreements, and to ensure that any obligations to Memorial are identified and confirmed. Where research contracts or agreements require additional information or processes to be followed regarding disclosure of IP to a sponsor or other third party, supplementary information may be required. This Form can also assist RIO to identify opportunities outside of the university to further advance the disclosed Intellectual property.

**Intellectual Property Summary**

Intellectual Property (IP) includes the research outcomes that relate to:

* literary, artistic and scientific works, including computer software;
* performances of performing artists, phonograms, and broadcasts;
* inventions in all fields of human endeavour;
* scientific discoveries;
* original data collected or measured during the course of a research project;
* industrial designs, and;
* all other outcomes resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

Major legal IP regimes include patents, copyrights, trademarks, trade secrets, industrial designs, plant breeders’ rights, and integrated circuit topographies.

**Transfer and Commercialization Options for Creators**

|  |
| --- |
| Memorial’s IP Policy provides creators of intellectual property with the choice of transferring or commercializing their unencumbered IP independently of the University or having their intellectual property considered for transfer or commercialization through RIO. For additional information on the assessment process, please contact RIO. If RIO deems the disclosed IP to be unencumbered, please indicate whether you wish to proceed with transferring or commercializing independently of the university or through the RIO by checking AND **signing either Option A or Option B**, respectively.For the purpose of this Form, “unencumbered” means the particular IP was not developed with the support of a Significant Documented Contribution (as defined in the University’s *IP Policy*) nor does any third party hold any right, title or interest in or to such intellectual property. |
| [ ]  **A** ► | **Independently of Memorial University (Fill out Part 1)** |
|  | By checking this box, we confirm our intention to transfer or commercialize the intellectual property described herein without the assistance of the University. By signing below, each creator acknowledges that to the best of their knowledge the creator(s) listed in this form is (are) the only creator(s) of such intellectual property. |
| 1. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
| 2. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
| 3. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
| 4. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
| 5. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
|  |
| [ ]  **B** ► | **Via RIO. Assignment of Intellectual Property to Memorial University (Fill out Parts 1 & 2)** |
|  | By checking this box, we confirm our intention to assign to the University our interest in and to the intellectual property herein described together with any future improvements, so as to enable the University to assist with the protection and/or commercialization of such intellectual property. By signing below, each creator acknowledges that to the best of their knowledge the creator(s) listed in this form is (are) the only creator(s) of such intellectual property. |
|  |  |  |  |  |
| 1. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
| 2. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
| 3. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
| 4. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |
| 5. |       |  |  | Date:       |
|  | Print Name | Signature |  |  |

**Part 1:**

**1. Title of the Intellectual Property (maximum 12 words)**

**2. Description of the Intellectual Property**

Please provide a brief description of the intellectual property (300 words or less, written so a layperson might understand). The description of the IP should describe the work created to date. The IP created may be a device, a method, a process, software, a compound, etc.

**3. Title of all research project(s) involved in the creation of the Intellectual Property**

Please list the titles of any PREVIOUS work that contributed to creating the new IP being disclosed in this form. For example, if a particular method developed during previous work, either by you or someone else, was used to develop the new IP, list the title here.

**4. University Support of Work to Date**

Please list all University support for the research contributing to this intellectual property (i.e., funding, facilities, in-kind support, etc.) and include the ROMEO number of each support where applicable.

**5. Non-University Support of Work to Date**

Please indicate all non-University support for the research contributing to this intellectual property (i.e., funding, in-kind support, equipment, personnel, etc.) and include the ROMEO number of each support where applicable.

**6. Agreement(s)**

Please list any agreements that are associated with this intellectual property. For example, agreements with other parties such as researchers at other institutions or private industry. Please list the type(s) of agreement, parties involved, and the date signed. Include the ROMEO number of each support where applicable.

**7. Contributors**

Please list all individuals who contributed materially to what you consider to be the distinctive features of the intellectual property or development described herein. For example, if a person was involved in the IP design, please write “IP design” in the “Contribution to the IP” section. This form does not request a list of inventors, which would call for legal determination and prediction (see Note below regarding patents). For each contributor, please provide the information requested (add additional pages as appendices if necessary).

Note: Scientific collaborations often pose complex questions regarding the determination of who should be named as an inventor on a patent application. In contrast to the conventional rules of authorship, the rules for inventorship bear legal importance; they are essential to the validity of a patent. In fact, a patent can be invalidated on the basis that the named inventors intentionally failed to name qualified inventors or included someone who was not a true inventor, but merely “a pair of helping hands”. The final decision as to inventorship should always be made in consultation with a person experienced in intellectual property protection.

**Principal Contributor (Contact Person)**

|  |  |
| --- | --- |
| Full Name:      | Telephone:(   )-   -     |
| E-mail:      |  |
| University Position:       |
| Faculty Member: [ ]   | Post-doctoral Fellow: [ ]  | Graduate Student: [ ]   |
| Undergraduate Student: [ ]  | Staff/Technician: [ ]  | Non-University: [ ]  |
| Room No.:       | Faculty:       |
|  |
| Contribution to the IP:       |
| Did this person have academic appointments or employment contracts with organizations other than Memorial University during the course of this work?No [ ]  Yes [ ]  If yes, where?       |

**Co-Contributor (1)**

|  |  |
| --- | --- |
| Full Name:      | Telephone:(   )-   -     |
| E-mail:      |  |
| University Position:       |
| Faculty Member: [ ]   | Post-doctoral Fellow: [ ]  | Graduate Student: [ ]   |
| Undergraduate Student: [ ]  | Staff/Technician: [ ]  | Non-University: [ ]  |
| Room No.:       | Faculty:       |
|  |
| Contribution to the IP:       |
| Did this person have academic appointments or employment contracts with organizations other than Memorial University during the course of this work? No [ ]  Yes [ ]  If yes, where?       |

**Co-Contributor (2)**

|  |  |
| --- | --- |
| Full Name:      | Telephone:(   )-   -     |
| E-mail:      |  |
| University Position: |
| Faculty Member: [ ]   | Post-doctoral Fellow: [ ]  | Graduate Student: [ ]   |
| Undergraduate Student: [ ]  | Staff/Technician: [ ]  | Non-University: [ ]  |
| Room No.:       | Faculty:       |
|  |
| Contribution to the IP:       |
| Did this person have academic appointments or employment contracts with organizations other than Memorial University during the course of this work? No [ ]  Yes [ ]  If yes, where?       |

**Co-Contributor (3)**

|  |  |
| --- | --- |
| Full Name:      | Telephone:(   )-   -     |
| E-mail:      |  |
| University Position: |
| Faculty Member: [ ]   | Post-doctoral Fellow: [ ]  | Graduate Student: [ ]   |
| Undergraduate Student: [ ]  | Staff/Technician: [ ]  | Non-University: [ ]  |
| Room No.:       | Faculty:       |
|  |
| Contribution to the IP:       |
| Did this person have academic appointments or employment contracts with organizations other than Memorial University during the course of this work? No [ ]  Yes [ ]  If yes, where?       |

**Co-Contributor (4)**

|  |  |
| --- | --- |
| Full Name:      | Telephone:(   )-   -     |
| E-mail:      |  |
| University Position: |
| Faculty Member: [ ]   | Post-doctoral Fellow: [ ]  | Graduate Student: [ ]   |
| Undergraduate Student: [ ]  | Staff/Technician: [ ]  | Non-University: [ ]  |
| Room No.:       | Faculty:       |
|  |
| Contribution to the IP:       |
| Did this person have academic appointments or employment contracts with organizations other than Memorial University during the course of this work? No [ ]  Yes [ ]  If yes, where?       |

**Co-Contributor (5)**

|  |  |
| --- | --- |
| Full Name:      | Telephone:(   )-   -     |
| E-mail:      |  |
| University Position: |
| Faculty Member: [ ]   | Post-doctoral Fellow: [ ]  | Graduate Student: [ ]   |
| Undergraduate Student: [ ]  | Staff/Technician: [ ]  | Non-University: [ ]  |
| Room No.:       | Faculty:       |
|  |
| Contribution to the IP:       |
| Did this person have academic appointments or employment contracts with organizations other than Memorial University during the course of this work? No [ ]  Yes [ ]  If yes, where?       |

Other than the contributors named on this form, are you aware of any other individuals who may believe they have made a contribution to the creation of this intellectual property.

No [ ]  Not sure [ ]  Yes [ ]  If yes please provide names and affiliation.

**Part 2:**

**1. Description of Improvement over Existing Technology or Knowledge**

1. Please expand on any novel or unusual features of the intellectual property. How does the intellectual property differ from existing technology or knowledge? What problems does it solve, or what advantages does it possess? Please concentrate on the commercial potential of the intellectual property. What sustainable business advantage would this intellectual property provide?

1. Provide any drawings or sketches necessary to complete the description of how the intellectual property is constructed and operates; add additional pages as appendices if necessary.

1. Please list, in descending order of importance, the features of your intellectual property that you would like to be able to stop others from making, using, or selling.

1. Please also provide 5 keywords or phrases (with Boolean operators if applicable) that could be used in a computer search to determine whether a patent, a patent application, or other publicly available information (paper, dissertation, abstract, etc.) already exists in relation to this intellectual property.

**2. Commercial Potential**

1. Please indicate the commercial potential of the intellectual property, including the possible uses and markets for the intellectual property, who would use it and why, the current corporations and/or institutions that might have an interest, and any specific contracts you have in this regard.

1. Has there been any commercial interest shown at this stage? Name companies and contacts if contact information is available.

No [ ]  Yes [ ]  If Yes please provide names and contact information

1. Provide a description of the development status of the intellectual property and the ongoing development activities to be undertaken that will facilitate commercialization of the intellectual property. (Describe in terms of bench scale studies, engineering design drawings, prototype development, scaled up proof-of-principle demonstration projects, etc.). [maximum 1 page]

1. Are you aware of any other scientists or companies who are working on the same product or process? If so, what are their names? For scientists, include the name of the university, hospital, research institute or company where they work.

**3. Use of Proprietary Materials**

Please indicate whether any aspect of the intellectual property is predicated on, or was made possible by use of, proprietary materials obtained from a third party, e.g. colleague, student, outside individual or institution.

**4. Lab Notebook References**

Identify the notebooks and record the page numbers where relevant data is located, as well as subsequent updates.

**5. Publications/Disclosures**

|  |
| --- |
| The ability to protect intellectual property is critically dependent on public disclosure. Please complete all that apply, below: |
|  |  |  |  |  | **Date of Disclosure** |  |
| [ ]  | An abstract describing the intellectual property has been or will be:printed or published on the Web (indicate which, or both) |  |       |  |
|  |  |  |  |  |  |  |
| [ ]  | A manuscript that describes the intellectual property has been or will be submitted for publication. |  |       |  |
|  |  |  |  |  |  |  |
| [ ]  | A manuscript that describes the intellectual property has been or will be published. |  |       |  |
|  |  |  |  |  |  |  |
| [ ]  | A presentation / poster that describes the intellectual property has been or will be given, either on campus or off-campus (indicate which) |  |       |  |
|  |  |  |  |  |  |  |
| [ ]  | A news article or feature report that describes the intellectual property has been or will be published (provide the reference) |  |       |  |
|  |  |  |  |  |  |  |
| [ ]  | Information describing the intellectual property has been or will be provided to a person or company or institution outside the University, without a confidentiality agreement. |  |       |  |
|  |  |  |  |

Please list any other disclosures of the intellectual property, by recipient and date of disclosure.