**Invention Information Form**

The University seeks to support staff and students in the commercialisation of intellectual property generated in the course of their research. You have received this form because you have developed new technology that may be patentable and of commercial value. The information requested will be used by the Research Commercialisation team to:

* Assess the patentability of the invention;
* Assess the commercial opportunity offered by the new technology;
* Assist in determining legal title and any third party claims to intellectual property rights in the technology; and
* Identify the inventors of the technology and other major contributors and to determine the distribution of any royalty income which may become due to them according to the University’s revenue sharing policy.

Please complete the form as fully as possible. All inventors and contributors should sign the declaration at Section 6. Return the completed form to the Research Commercialisation Manager (RCM) named below or to [insert generic email address].

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| --- | --- | --- | --- |
| **RCM name** |  | **Email** |  |
| **Project no.** |  | | |

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| **Lead academic** |  |
| **School** |  |
| **Email** |  |
| **Date first submitted** |  |

1. The Invention
   1. Title of invention

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* 1. Summary of invention

Briefly explain the invention and how it works (a detailed description should be provided at Schedule 1). Please include the date and the location the invention was first conceived.

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* 1. What type of IPR do you think may be applicable to your invention? Mark any fields as appropriate.

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| 1- Patent | ☐ | 4- Unregistered Design right | ☐ |
| 2- Trade Secrets/ Know-how | ☐ | 5-Registered Design right | ☐ |
| 3- Copyright | ☐ | 6- Trademark | ☐ |

* 1. What stage of development is your invention at? Mark 1 field only, as appropriate.

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| **Early Stage** | | **Late Stage** | |
| 1- Idea | ☐ | 7- Prototype available | ☐ |
| 2- Conceptualisation (core features described) | ☐ | 8- Patented | ☐ |
| 3- Design stage (models/schematics designed) | ☐ | 9- Field testing commenced | ☐ |
| 4- Principles proven / demonstrable | ☐ | 10- Field testing concluded | ☐ |
| 5- Proof of Concept in progress | ☐ | 11- Launch ready version available | ☐ |
| 6- Proof of Concept concluded | ☐ | 12- Launched | ☐ |

* 1. Keywords

List keywords relevant to the invention.

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* 1. Has the invention been tested or used in practice?

(If any practical results have been obtained please summarise them.)

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* 1. What is novel and inventive?

What do you think is the most inventive aspect of your technology? Describe any technical challenges you had to overcome, or surprising results and include why you made the invention the way you did. It would be helpful if you could list the features which are absolutely essential and those which are preferred.

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* 1. What problem does the invention solve?

Describe the problem that the invention solves and how.

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* 1. What are the benefits of the invention?

List the benefits that your invention offers to customers and end users of the technology.

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* 1. What has been demonstrated to date?

Describe the current stage of development of the invention, any experimental work carried out and results.

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* 1. Are there other possible applications of the innovation/IP?

Your invention may have applications outside the areas of technology which are of immediate commercial interest to your technology. Can you think of any other areas of technology/commerce to which your invention can be applied? If so, briefly list these and say whether any significant modifications to the invention would be necessary.

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1. Prior Art and Disclosures
   1. Literature and patent searches

Have you carried out any searches of current scientific literature or patent documents? What databases were searched and what search terms/keywords used? Are you aware of any published documents containing methods or products the same as your invention (i.e. textbooks, articles, etc)?

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* 1. Closest prior art

From the results of any searches in 2.1 or from your own knowledge of the state of the art, list the closest prior art documents that you are aware of and how you think they differ from your invention.

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| **Document** | **How does your invention differ from this publication?** |
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* 1. Your own disclosures and publications

Has there been any public disclosure of your invention without the protection of a Non-Disclosure Agreement. Disclosures can be oral (e.g. meetings, presentations) or written, including online or in print (e.g. abstracts, posters, journal articles). If so, please give details.

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* 1. Planned disclosures and publications

\*\*\* NOTE THAT ANY DISCLOSURE OF THE INVENTION PRIOR TO THE FILING OF \*\*\*

\*\*\* A PATENT APPLICATION MAY RENDER THAT PATENT APPLICATION INVALID \*\*\*

What plans do you have for publishing or otherwise disclosing your invention and on what timescale?

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1. The Commercial Opportunity
   1. Commercial applications

Identify the potential applications of your technology.

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* 1. Nature of markets

For each of the applications in 3.1, what do you know about the market, for example size of market, growth rate, geographic territory, market dominated by a few large companies or many smaller players, etc.? If appropriate, please provide links to sources of data.

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* 1. Current solutions and competitive advantage

Describe any existing solutions in the market or in development (in industry or academia) and who is providing those solutions. What advantages does your invention have over these solutions? Can you quantify any of those advantages?

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* 1. Potential licensees and early stage commercial interest

List any companies you are aware of that might be interested in using, developing or applying your invention in the applications in 3.1. Indicate which companies, if any, you have contacts with and provide details.

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* 1. Technical development required before licensing

At what stage of development do you think a company would be interested in licensing your invention? What demonstrators or proof of concept data would be required?

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* 1. Any barriers to commercialisation?

Are there any particular challenges to overcome in getting your technology to market, e.g. regulatory hurdles, scaling up the technology, political/environmental/social factors?

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1. Further Research and Development Plans
   1. Your work plans, milestones and timescales

What are your plans for further research and development of this technology and what milestones you expect to achieve and when? Specifically, please state what you expect to achieve in the next 12 and 24 months.

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* 1. Existing research funding and future funding requirements

What existing funding do you have to carry out any of your work plans in 4.1? What additional funds will you need to carry out your plans in 4.1, when will that funding be required and what are the potential funding sources?

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1. IP Due Diligence
   1. Relevant projects and funding sources

List all projects and sources of funding that were used to support the research, or to support the individuals named in Section 6 below, that led to the development of the invention. Include all forms of funding, e.g. research grants, studentships, internal funds, etc.

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| **Funder and funding scheme** | **Grant/funding period** | **Grant reference no.** | **UoB F2 case no.**  (if known) |
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* 1. Contributions by third parties

Did the research relevant to the creation of the invention involve contributions from other parties? Such contributions might include provision of background (pre-existing) intellectual property, funding, in-kind support, provision of equipment/facilities, provision of materials, etc.

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| **Organisation** | **Nature of contribution** |
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* 1. Relevant contracts

List any contracts (whether past, present, or currently under negotiation) that are related to the invention, the projects in 5.1 and the relationships in 5.2. Such contracts may include collaboration agreements, service contracts, studentship agreements, material transfer agreements (MTAs), personal consultancies, IP licence or option agreements, etc.

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| **Contract type** | **Parties to the contract** | **F2 case no.** |
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1. Inventors and Contributors

The University has a policy that rewards the inventors of, and in some cases other major contributors to, an invention in the event that the University receives royalty income from exploitation of that invention[[1]](#footnote-1).

Complete the table below listing all individuals that have made a conceptual and inventive contribution to the creation of the invention and those who have made a significant, non-inventive contribution. Following discussion and agreement amongst the individuals concerned, specify the percentage contribution of each named individual to the creation and development of the invention to date.

**Note**: Unlike authorship of a scientific publication, inventorship is a matter of law and a patent that fails to name the correct inventors either because those listed are not true inventors or true inventors were excluded, may be ruled invalid. The University reserves the right to investigate and determine the correct inventorship, if appropriate.

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| **Name** | **UoB relationship (staff, student, visitor, external)** | **Employer (if external)** | **Nationality** | **Nature of contribution (inventor or contributor)** | **Contribution (%)** |
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1. Declarations

THE INFORMATION IN SECTIONS 5 AND 6 ABOVE ARE USED TO ASSESS OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS AND TO DETERMINE DISTRIBUTION OF SUBSEQUENT ROYALTY INCOME (IF ANY). FAILURE TO PROVIDE FULL AND ACCURATE INFORMATION MAY JEOPARDISE OR INVALIDATE ANY FUTURE PATENTS (IF A PATENT IS APPROPRIATE).

I/We declare that to the best of my/our knowledge the information provided in this form is correct and complete. (**To be signed by all individuals listed in Section 6 above.**)

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| **Inventor/Contributor Name** | **Signature** | **Date** |
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SCHEDULE 1 Detailed description of the invention

Please give full details of the invention and each way that you consider it possible to carry out the invention.

Include:

* A description of the invention in enough detail to allow someone skilled in your field to recreate it. Where possible, this should include both the preferred way of carrying out the invention and any alternatives you can envisage.
* Describe all the parts of the invention and how the parts work together. What does each part contribute to the invention? For each part, indicate if the part (or its form or interconnection) is essential to the invention.
* Explain why you did things the way you did them, and not some other way.
* Include any drawings, diagrams, tables or other material that help to explain the invention.
* Sequence data (such as nucleotide or amino acid sequences) for biotech inventions.

Please provide all of the material in editable format, such as MSWord, and in black and white. If you are planning to publish a paper or other document describing your invention, please provide a copy of what you intend to publish, again in editable format.

1. see [http://www.bristol.ac.uk/business/research-commercialisation/for-researchers/commercialise/revenue-sharing-scheme](http://www.bristol.ac.uk/business/research-commercialisation/for-researchers/commercialise/revenue-sharing-scheme/)/ [↑](#footnote-ref-1)