

Disclosure of Intellectual Property (IP)

What to do after a new and useful product or process has been conceptualised, or a new plant variety has been developed or when an unusual, unexpected or non-obvious research result, which has the potential of being commercially or otherwise applied, is obtained:

1. Phone the TTO (012 4204568 or 012 420 4240) or visit the TTO (UP graduate centre, second floor, room 2-14) or send an email to refilwe.ngoato@up.ac.za.
2. The TTO will discuss the invention with you and ask you to complete an invention disclosure form and have it signed by all the inventors.
3. Once the TTO has received the completed invention disclosure form, the Pre Due Diligence (PDD) process will begin. There are two primary components of a PDD: prior art assessment (is it novel/new? are there any patents or publications disclosing the concept?) and market analysis (what are the target markets, who are the role players?).
4. If the invention is found to be novel, the IP Evaluation Committee meeting will take place to evaluate the invention further. If the subject matter is patentable (new, inventive and useful), the patent attorneys will be instructed to file the patent.

What inventions should be disclosed?

- New and useful art, process, machine, manufacture or composition of matter or any new & useful improvement in any art, process, machine, manufacture or composition of matter
- Computer software (non teaching)
- Research data or research tool, including, without limitation, biological material & other tangible material.
- Proprietary information, know –how or trademark

Will the disclosure process interfere with your publication plan?

No. You are encouraged to advise us of any plans to disclose or publish a potential invention as soon as possible so that appropriate actions can be taken to protect it.

Functional Standard Operating Procedure for UP invention disclosure & technology transfer process:

