UNIVERSITY OF PRETORIA

Department of Research and Innovation

**INVENTION DISCLOSURE FORM**

**Please complete this form ELECTRONICALLY and return it to the University of Pretoria Technology Transfer Office**

1. **Description**

Inventions and Intellectual Property (IP) creation include new processes, Software, methods of doing something, products, apparatus, compositions of matter, living organisms and improvements to (or new uses for) things that already exist. If there is any doubt that legal protection may be available for a particular Discovery or research result, please seek direction from the Innovation Promotion Office.

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| --- |
| Full names: Staff or student number: |
| 1. Summary of the Invention (novelty and nonobviousness).
2. What is the crux or gist of the Invention?
3. What is the unique or novel aspect of the Invention compared to current technologies or products?
 |
| 1. The potential monetary value of the invention.
2. Provide a best-guess cost analysis of producing a product based on the invention.
3. How much do similar products cost? (Have you thought about raw material, manufacturing, distribution and registration costs?)
4. What is the estimated selling price?
 |
| 1. Market size.
2. How big is the South African market in rand?
3. How big is the world market?
4. How did you determine this?
 |
| 1. Who needs the invention?
2. Who needs the invention most, and why?
3. Whom can UP sell it to (be specific)?
4. Specify the top five companies with similar products.
5. Who is the market leader?
 |
| 1. To what extent has the invention been developed? Tick the appropriate option.

|  |  |
| --- | --- |
| Research |  |
| Idea and hypothesis |  |
| Scientific experimentation |  |
| Partial scientific proof of the hypothesis |  |
| Full scientific proof of principle |  |
| Applied research |  |
| Product identified |  |
| Research laboratory prototype |  |
| Scaled-up prototype |  |
| Proof of working prototype |  |
| Development |  |
| Industrial prototype |  |
| Redesign and engineering |  |
| Cost-benefit analysis proven |  |
| Trials and registrations |  |
| Proof of viable new product |  |
| Final product |  |
| Raw materials specifications |  |
| Design specifications |  |
| Manufacturing data pack |  |
| Quality specifications |  |
| After-sales data pack |  |

 |
| 1. Describe the work that is still required to ‘prove’ the Invention.
2. What still needs to be done to prove the Invention?
3. Provide a plan of work with dates and costs.
 |
| 1. What research or development must be done to translate the Invention into a product?
2. What still needs to be done to translate the Invention into a product?
3. Are you planning to do this?
 |
| 1. Which industrial development partner have you identified to help with development? Alternatively, have you identified an Entrepreneur to develop the Invention into a product?
 |
| 1. Steps after patenting.
2. What are the next five steps (after patenting), in your opinion?
3. Who should do this?
 |

1. **Publications, public use and sale**

Please answer the following questions accurately. We will use this information to help protect your Discovery.

|  |
| --- |
| 1. Has the Invention been disclosed in an abstract, paper, talk, informal discussion, news story or thesis? If yes, indicate the type of disclosure made and the date. (Provide a copy, if available.)
 |
| 1. Is a publication or other disclosure planned in the next six months? If yes, indicate the type of disclosure and date to be disclosed. (Provide copies, if available.)
 |
| 1. Has there been any public use or sale of products embodying the Invention, including any test or experimental uses in public? If yes, describe, giving dates.
 |
| 1. Are you aware of related developments by others? If yes, please provide citations and copies.
 |
| 1. Have you performed any patent searches of your own? If so, please provide citations.
 |

1. **Sponsorship**

Complete this section if the research that led to the Invention was sponsored. If sponsorship funds were involved in any direct or indirect way in the Invention (e.g. if the equipment used was purchased with sponsored funds, graduate student support was used or materials/supplies etc. were paid for by a sponsor), please indicate the extent and manner of the support.

|  |
| --- |
| 1. Name(s) of sponsor(s). (Please include grant or contract number if applicable.)
 |
| 1. Please describe the nature of the contribution by the sponsor(s) leading to the Invention disclosed in this form.
 |
| 1. Has this Invention already been disclosed to any sponsor(s)? If yes, please provide details, including the name(s) of the sponsor(s) and their representatives, and the dates of such disclosures.
 |
| 1. Please describe briefly any other sponsorship support that you receive in general for your research.
 |
| 1. Are there other people who may believe that they have supported your research in general? If yes, please briefly describe the circumstances related to such a belief.
 |

1. **Creators**

Please list each person who contributed to the creative or inventive aspects of the Invention disclosed in this form (this MUST be provable with laboratory notebooks or other documentary evidence). Please add extra pages as may be necessary. If there is any doubt as to who may be a person who contributed as a Creator or inventor, please seek direction from the Research and Innovation Office.

|  |  |  |  |
| --- | --- | --- | --- |
| Creator’s full name | UP Department | Home address | Citizenship |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

According to UP policy, creators receive 30% of all income derived by the University from the Invention. This is negotiable and subject to terms and conditions. If there is more than one Creator of the Invention, please indicate in the following table how the creators’ share of any revenues will be divided.

|  |  |
| --- | --- |
| Creator’s full name | % share |
|  |  |
|  |  |
| Total: | 100% |

All creators of IP must agree unanimously to any Commercialisation of the IP.

Do all the creators agree unanimously to Commercialisation? Yes/No

1. **Participants**

In addition to any person listed as a creator, please list all participants (including undergraduate students, graduate students, postdoctoral fellows, research associates and technicians) who are or have been involved in the research that resulted in this Invention. Please add extra lines as may be necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Participant’s full name  | Status (undergraduate, technician, etc.) | Current address  | Cell phone number | E-mail address |
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1. **Declaration by creators**

*(Each Creator must sign this declaration.)*

Each of the undersigned is a person who has participated in the completion of this form. Each of us further declares to the University of Pretoria the following:

I have disclosed all facts related to the Invention or creation of the IP described in this form (the subject IP);

I agree to share the creator’s share of any nett revenues that may arise from the subject IP in the proportions outlined in this form;

Unless otherwise indicated in this form, I agree to the Commercialisation of the subject IP under the Intellectual Property Policy of the University of Pretoria;

I will assist the Innovation Promotion Office in the Commercialisation of the subject IP, including obtaining any appropriate legal protection;

I agree that in the event of a reduction in my historic participation in the project or unwillingness to support the Innovation Promotion Office in the Commercialisation or further development of the IP, the University will have the right (after reasonable notice) to reduce my share of income pro rata, taking into account but not limited to future contributions to the project;

I will, as may be reasonably requested, sign any forms and assignments; and

As may be reasonably requested and within the limits set out in the Intellectual Property Policy, I will limit any publications or other disclosures related to the subject IP to allow proper Commercialisation to take place.

|  |  |  |
| --- | --- | --- |
| Creator’s full name | Creator’s signature | Date |
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*Please complete this form electronically and return it to the UP TTO. A printed version containing the signatures should be sent by internal mail to the Department: Research and Innovation Support, Marketing Building.*