



# INTELLECTUAL PROPERTY DISCLOSURE FORM CONFIDENTIAL

Title of Property Disclosed: \_\_\_\_\_

Name	
Title	
Department/Faculty/School	
University Address	
Phone	( )- -
Fax	( )- -
E-mail	
Permanent Address	
Country of Birth	
Citizenship	

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

This section to be completed by  
Head of Department, Dean of Faculty, or Director of School

Disclosed to and reviewed by:

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

Name:

Title:

Forwarded to Technology Transfer and  
Commercialization Office (ITCO) on: \_\_\_\_\_ Date: \_\_\_\_\_

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

Vice-President (Research)



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## Purpose

The purpose of this Form is to help researchers ensure that individuals who have made contributions to the creation of an intellectual property are recognized, to identify any Intellectual Property 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 intellectual property to a sponsor, supplementary information may be required from the researchers.

## 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 endeavor;
- 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, trade-marks, trade secrets, industrial designs, plant breeders' rights, and integrated circuit topographies.

## Transfer and Commercialization Options for Creators

Memorial University of Newfoundland obligates all faculty and staff to disclose all intellectual property if transfer or commercialization is intended and provides the creators with the choice of transferring or commercializing independently of the university or having their intellectual property considered for transfer or commercialization through the Technology Transfer and Commercialization Office. For additional information on the assessment process please contact the Technology Transfer and Commercialization Office (TTCO). Please indicate whether you wish to proceed with transferring or commercializing independently of the university or through the TTCO by checking AND **signing either Option A or Option B**, respectively.



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**A ► Independently of Memorial University (Fill out Part 1)**

We intend to transfer or commercialize the intellectual property described herein. By placing their signature, each creator acknowledges that she/he has read the Intellectual Property Summary attached to this form and that to the best of her/his knowledge the creator(s) listed in this form is (are) the only creator(s) of the intellectual property reported.

1.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)
2.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)
3.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)
4.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)
5.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)

How will this commercialization affect your rights to use this IP in your future teaching and research?

**B ► Via TCO. Assignment of Intellectual Property to Memorial University (Fill out Parts 1 & 2)**

For valuable consideration we intend to assign all of our interest in and to the intellectual property herein described together with any future improvements to Memorial University. By placing their signature, each creator acknowledges that she/he has read the Intellectual Property Summary attached to this form and that to the best of her/his knowledge the creator(s) listed in this form is (are) the only creator(s) of the intellectual property reported.

1.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)
2.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)
3.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)
4.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)
5.	_____	( _____ %)	Date: _____
	Print Name	Signature	(Revenue Apportionment)



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## 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).

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

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.)

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.)

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.



# INTELLECTUAL PROPERTY DISCLOSURE FORM CONFIDENTIAL

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## 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. 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 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 import; 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". To qualify as an inventor someone must have contributed in some substantial manner to the conception of the invention, and/or to the demonstration that the invention exists. The final decision as to inventorship, should always be made in consultation with a person experienced in intellectual property protection.



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## Principal Contributor (Contact Person)

Full Name:	Telephone: ( )- -
E-mail:	Citizenship:
University Position: Faculty Member: <input type="checkbox"/> Post-doctoral Fellow: <input type="checkbox"/> Graduate Student: <input type="checkbox"/> Undergraduate Student: <input type="checkbox"/> Staff/Technician: <input type="checkbox"/> Non-University: <input type="checkbox"/>	
Room No.:	Faculty:
Permanent Address:	
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 <input type="checkbox"/> Yes <input type="checkbox"/> If yes, where?	

## Co-Contributor (1)

Full Name:	Telephone: ( )- -
E-mail:	Citizenship:
University Position: Faculty Member: <input type="checkbox"/> Post-doctoral Fellow: <input type="checkbox"/> Graduate Student: <input type="checkbox"/> Undergraduate Student: <input type="checkbox"/> Staff/Technician: <input type="checkbox"/> Non-University: <input type="checkbox"/>	
Room No.:	Faculty:
Permanent Address:	
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 <input type="checkbox"/> Yes <input type="checkbox"/> If yes, where?	

## Co-Contributor (2)

Full Name:	Telephone: ( )- -
E-mail:	Citizenship:
University Position: Faculty Member: <input type="checkbox"/> Post-doctoral Fellow: <input type="checkbox"/> Graduate Student: <input type="checkbox"/> Undergraduate Student: <input type="checkbox"/> Staff/Technician: <input type="checkbox"/> Non-University: <input type="checkbox"/>	
Room No.:	Faculty:
Permanent Address:	
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 <input type="checkbox"/> Yes <input type="checkbox"/> If yes, where?	



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### Co-Contributor (3)

Full Name:	Telephone: ( )- -
E-mail:	Citizenship:
University Position: Faculty Member: <input type="checkbox"/> Post-doctoral Fellow: <input type="checkbox"/> Graduate Student: <input type="checkbox"/> Undergraduate Student: <input type="checkbox"/> Staff/Technician: <input type="checkbox"/> Non-University: <input type="checkbox"/>	
Room No.:	Faculty:
Permanent Address:	
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 <input type="checkbox"/> Yes <input type="checkbox"/> If yes, where?	

### Co-Contributor (4)

Full Name:	Telephone: ( )- -
E-mail:	Citizenship:
University Position: Faculty Member: <input type="checkbox"/> Post-doctoral Fellow: <input type="checkbox"/> Graduate Student: <input type="checkbox"/> Undergraduate Student: <input type="checkbox"/> Staff/Technician: <input type="checkbox"/> Non-University: <input type="checkbox"/>	
Room No.:	Faculty:
Permanent Address:	
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 <input type="checkbox"/> Yes <input type="checkbox"/> If yes, where?	

### Co-Contributor (5)

Full Name:	Telephone: ( )- -
E-mail:	Citizenship:
University Position: Faculty Member: <input type="checkbox"/> Post-doctoral Fellow: <input type="checkbox"/> Graduate Student: <input type="checkbox"/> Undergraduate Student: <input type="checkbox"/> Staff/Technician: <input type="checkbox"/> Non-University: <input type="checkbox"/>	
Room No.:	Faculty:
Permanent Address:	
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 <input type="checkbox"/> Yes <input type="checkbox"/> If yes, where?	



# INTELLECTUAL PROPERTY DISCLOSURE FORM CONFIDENTIAL

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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. If so, what are their names?

No  Not sure  Yes  If so, then who?

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## Part 2:

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

- a. 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?
- b. 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.
- c. 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.
- d. Please also provide 5 key words 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.



# INTELLECTUAL PROPERTY DISCLOSURE FORM CONFIDENTIAL

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## 2. Commercial Potential

- a. 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.
  
- b. Has there been any commercial interest shown at this stage? Name companies and contacts if contact information is available.  
No  Yes  If so, then who?
  
- c. 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]
  
- d. 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.



# INTELLECTUAL PROPERTY DISCLOSURE FORM CONFIDENTIAL

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### 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.

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## 5. Publications/Disclosures

The ability to protect intellectual property is critically dependent on public disclosure. Please complete all that apply, below:

	Date of Disclosure
<input type="checkbox"/> An abstract describing the intellectual property has been or will be: printed or published on the Web (indicate which, or both)	_____
<input type="checkbox"/> A manuscript that describes the intellectual property has been or will be submitted for publication.	_____
<input type="checkbox"/> A manuscript that describes the intellectual property has been or will be published.	_____
<input type="checkbox"/> A presentation / poster that describes the intellectual property has been or will be given, either on campus or off-campus (indicate which)	_____
<input type="checkbox"/> A news article or feature report that describes the intellectual property has been or will be published (provide the reference)	_____
<input type="checkbox"/> 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.