



INTELLECTUAL PROPERTY DISCLOSURE FORM

WHO SHOULD USE THIS FORM

Any employee of the University who has conceived and developed a system, product or process which is deemed to be new and innovative and which may have commercial potential.

WHY USE THIS FORM?

The completion of this form and lodgment with Research Services satisfies the requirement that any IP created by an employee of the University is immediately disclosed to the University.

1. Working Title

2. Brief Description Please feel free to attach a draft paper or similar describing the IP.

3. IP Creators The Creator(s) of IP includes: any person who is rightfully listed as an "Inventor" on a Patent or Patent Application; any person who is the author of an original work; and any other person who the Creators jointly identify as having contributed materially to the creation of the Knowledge Asset and to whom they can ascribe a definable share of the creation. A Creator may be a member of staff or a student of the University, or an external collaborator.		
Full Name	Position at Time of IP Creation	Role in IP Creation

4. Were any students involved in the creation of this IP? YES/NO If YES, complete below.		
Full Name of Student	Student ID	Role in IP Creation

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5. Financial Sponsors			
Was the IP created with the assistance of any external research grants, scholarships, CRC funding, commercial agreement or other external funding?			YES/NO If YES, complete below.
Source of funding	Project Title	Year/s	Project Number

6. Third Party Interests		
Interest	Please tick	Comments (please identify parties involved and briefly describe the nature of the interest)
Background IP provided by Sponsor	<input type="checkbox"/>	
Background IP provided by other external party	<input type="checkbox"/>	
Materials Transfer Agreement between external party and UNE signed	<input type="checkbox"/>	
Confidentiality Agreement signed	<input type="checkbox"/>	
Requirement to disclose IP to Sponsor	<input type="checkbox"/>	
Requirement to negotiate IP with Sponsor as first preferred party	<input type="checkbox"/>	
Requirement to license IP to Sponsor	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

7. Dates of IP Creation		
Date	How is this documented? (lab notebook, notes, software etc.)	Where are documents kept?

8. Disclosures to Date		
Written Disclosure:	Date	Title, Publication, Publisher, Conference
Publication		
Conference Paper		
Student thesis		
Oral Disclosure:	Date	Person/s to whom disclosed, Location, Organisation

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9. Action Required	
Please indicate below what action you consider is now required in relation to this IP.	
Additional R&D required	<input type="checkbox"/>
Collaboration with a third party to develop IP further	<input type="checkbox"/>
Provisional patent required	<input type="checkbox"/>
Confidentiality Agreement required	<input type="checkbox"/>
Materials Transfer Agreement required	<input type="checkbox"/>
Ready to commercialise	<input type="checkbox"/>

10. Declaration by IP Creators (to be completed by ALL persons mentioned in Item 3)		
I hereby declare that to the best of my knowledge all statements and information provided above are true and correct.		
IP Creator's Name	Signature	Date

11. Principal Contact Person for this Disclosure	
Name	
Position	
Telephone Number – internal	
Telephone Number – other	
Email address	

12. Signature by Head of School		
I have taken note of this Disclosure.		
Signature	Name	Date

13. Signature by Faculty Dean		
I have taken note of this Disclosure.		
Signature	Name	Date

When COMPLETED, send this form to:

Pro Vice-Chancellor (Research) or Delegate

ENQUIRIES Telephone: (02) 6773 5055 Fax: (02) 6773 3354 Email: pvc@une.edu.au