**SOL PLAATJE UNIVERSITY INTELLECTUAL PROPERTY DISCLOSURE (INVENTIONS) FORM**

# **DISCLOSURE PROCEDURES**

The Intellectual Property/ Invention Disclosure, also known as a Technology Disclosure or Innovation Disclosure, is a written notice of invention to the Innovation and Technology Transfer (ITT) and initiates the formal technology transfer process. It is a confidential document which should describe as fully as possible the invention to allow the ITT to make the correct assessment and decision on the various commercialization options to be evaluated and pursued (SARIMA, 2018). Sol Plaatje University, through the Research Office has established the Innovation and Technology Transfer portfolio which is responsible for the coordination and management of the identification, protection and commercialization of intellectual property emanated from publicly funded research at SPU. The purpose of this form is to disclosure information on potential intellectual property/ or inventions to the Innovation and Technology Transfer Office. The submission of this form will enable the university to support the initiatives of the IP creator and ensure that all intellectual property rights are adequately protected on behalf of both the University and the IP Creator.

**INTELLECTUAL PROPERTY/ INVENTION DISCLOSURE FORM**

1. **TITLE OF IP/ INVENTION**

|  |  |
| --- | --- |
| **Short Title**  |  |
| **Name of Lead Inventor**  |  |

1. **INVENTOR AND CONTRIBUTORS’ DETAILS**

|  |  |
| --- | --- |
| **Name and Surname:**  |  |
| Designation  |  |
| Faculty  |  |
| Department:  |  |
| Employment Status (Full-time, Part-time; Contract) |  |
| Employee number/ Student number  |  |
| **Name and Surname:**  |  |
| Designation  |  |
| Faculty  |  |
| Department:  |  |
| Employment Status (Full-time, Part-time; Contract) |  |
| Employee number/ Student number  |  |
| **Name and Surname:**  |  |
| Designation  |  |
| Faculty  |  |
| Department:  |  |
| Employment Status (Full-time, Part-time; Contract) |  |

1. **INTELLECTUAL PROPERTY/ INVENTION DETAILS**

|  |  |
| --- | --- |
| **Summary of the IP/ Invention** *Describe the IP you are disclosing, particularly the aspects that you think are novel.* *Describe what materials or prototypes have been created in relation to the IP* |  |
| **What problem is being solved by IP/ invention** *(Do not describe the invention but instead focus on the problem found with existing technology, processes or services, or a recognized problem not adequately solved by existing technologies, processes or services)* |  |
| **The Market** *Describe the competitor technologies, processes or services which attempt to address the above-described problem. What is the closest existing or known technology – please provide links to the related companies’ products or service. What are the advantages and benefits of your invention over these competitor approaches.* |  |
| **IP Development Stage***State if the IP is at: idea, concept, prototype stage.*  |  |
| **Public Disclosure** *Please indicate if any details of your research or invention have been disclosed publicly and a brief of the disclosure subject matter e.g. (journal, presentation or conference).*  |  |
| **Source of Funding** *Was the intellectual property developed using research grants / contract research / public funds. If yes, please provide details. Is the disclosure aligned with the government rules related to public funds?* |  |

1. **COMPLETED BY THE MANAGER: INNOVATION AND TECHNOLOGY TRANSFER**

|  |  |
| --- | --- |
| **Name and Surname:** |  |
| **Comments**  |  |
| **Signature**  |  |
| **Date:**  |  |

1. **COMPLETED BY THE DIRECTOR: RESEARCH**

|  |  |
| --- | --- |
| **Name and Surname:** |  |
| **Comments**  |  |
| **Signature**  |  |
| **Date:**  |  |

1. **COMPLETED BY THE DVC: RESEARCH, INNOVATION AND POSTGRADUATE AFFAIRS**

|  |  |
| --- | --- |
| **Name and Surname:** |  |
| **Comments**  |  |
| **Signature**  |  |
| **Date:**  |  |