INTELLECTUAL PROPERTY DISCLOSURE FORM

FOR RECORD AND EVALUATION

The purpose of this form is to record and provide information for the evaluation of creation of university-owned intellectual property of university employees and students such as research results which are of potential commercial value. It is important that the University has an idea of the technical and potential commercial value of the technology, the target markets and the competitors.

This form should be completed when an intellectual property has been developed or created by university employees and students pursuant to the Intellectual Property Policy of the University, or when a university employee or student seeks the assistance of the University in patenting/registering and/or commercializing the intellectual property. This form shall be accomplished when the intellectual property is owned by the university or when the inventor assigns his intellectual property rights to the University. The assignment of intellectual property contained in this form seeks to formalize this ownership of the university.

All inventors/creators must be listed and must sign on this form. Please identify and list all the individuals who contributed to the conception or development of the invention/IP. Inventorship is not the same as ownership of the intellectual property, as the latter will be determined according to the Intellectual Property Code of the Philippines (RA 8293) and related laws, UP IP Policy, or by agreement of the parties.

Please use additional sheets when necessary, as some questions will require more space than is provided. Please complete this form as complete as possible to fully and properly evaluate the invention with all relevant and necessary documents (tables, charts, drawings, method/procedure, concept paper, presentations, etc.) properly attached. Incomplete submissions may cause delay in the processing of your invention. Please do not modify the form. If a question does not apply, please mark “N/A”.

For questions and assistance please contact a member of the Technology Transfer and Business Development Office (TTBDO) on (632) 5310-5731. Once complete and done, kindly submit to TTBDO, preferably with soft copy, at ttbdo@post.upm.edu.ph

This form and the information herein are treated confidential. All persons engaged in the evaluation, recording and processing of the intellectual property shall not divulge any information to others without the permission of the University.

1. **INVENTOR(S)/CREATOR(S) AND CONTRIBUTION(S)**

Please complete details for each inventor/creator, continue on a separate page if necessary.

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Employment status\*** |  |
| **Work Address** |  |
| **Home Address** |  |
| **Email** |  |
| **Telephone/CP Number** |  |
| **Nationality** |  |
| **Nature of Contribution/Role** |  |
| **% Contribution** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Employment status\*** |  |
| **Work Address** |  |
| **Home Address** |  |
| **Email** |  |
| **Telephone/CP Number** |  |
| **Nationality** |  |
| **Nature of Contribution/Role** |  |
| **% Contribution** |  |

*\* UP Manila employee, or UP Manila student (please state degree), or non-UP Manila employee (please state employer’s name and address), or non-UP Manila student (please state degree and institution’s name and address), or academic visitor.*

# **TITLE OF INVENTION/IP**

|  |
| --- |
| Please write a short descriptive title that we can use for your invention/IP |
| What is it? (please select as appropriate) Material/compound  Process/method  Software  Device/prototype  Potential Drug Target  Diagnostic  Teaching/Learning Materials  Service  \*Other  ***\*if “other” please describe:*** |
| When and where the invention/IP was first described in writing? |

# **DESCRIPTION OF INVENTION/IP**

Please include a description of the invention, writing as much in a box as is needed and continuing on as many pages as necessary. Please also attach relevant drawings (with parts and labels), chemical structures, method/procedure/flowchart and data.

|  |
| --- |
| What is the purpose of the invention/IP? |
| What problem does it solve? |
| What are the key novel elements of the invention/IP? |
| What are the advantages and disadvantages of this invention/IP compared to existing work? |
| Please describe why this invention/IP is not obvious to someone who is knowledgeable in the area? |
| What development stage is the invention/IP at? |
| What other implementations/variations of this invention/IP would be possible? |
| What would the final ‘product’ be used for? |
| If the invention/IP comprises of new step or method/procedure, kindly detail down in layman’s term the process in making or using the final product. |
| Are there any other uses for the invention/IP? |

# **DISCLOSURE**

It is important for the University to know if your invention/IP has been made public, as this may affect the strength of any patent application and the commercial potential.

|  |
| --- |
| WRITTEN DISCLOSURES Please list, with dates, any past and planned written publications presenting the invention or data in this invention (journal papers/abstracts/posters/internet/other).  i). **Past**:  ii). **Planned**: |
| ORAL DISCLOSURES Please list, with dates, any past and planned oral disclosures of the invention (e.g. presentations at internal or external seminars, disclosure to a company under a confidentiality agreement etc) and any demonstrations of the invention.  i). **Past**:  ii). **Planned**: |
| FUTURE WORK Please briefly outline any future research or development work that is planned for this invention: |
| PRIOR ART i). Have you looked in the literature for any related articles, papers or patents? If so, please give details, listing references when possible. The information should cover the state of the art prior to your invention, and should include patent applications, key scientific literature and/or public oral communications.  ii). Please also list your own publications (including articles, abstracts, posters, www) which are in the field and which are not listed above. |

# **RESEARCH FUNDING**

The University must know whether other organizations may have rights to your invention/IP or to any technology that you have developed, so that we can reach agreements with them over our respective protection and exploitation rights.

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| Period of research relevant to the creation of the intellectual property From: To: |
| Was the research leading to this intellectual property during that period or any part of it, funded in whole or in part by a third party? (e.g. company, charity, research council, government) If ‘**NO’** please state how the work was funded?  If ‘**YES’** please name the third party and the grant(s)/funding received:   |  |  |  | | --- | --- | --- | | Funding source | Grant/contract period | Project code | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| If applicable, please list any third party owned materials and/or know-how that this invention uses, including the name of the third party: |
| Were any of the above materials obtained under a Materials Transfer Agreement? (Y/N) If ‘**YES’** please name the Company/Institution with which the Agreement was made:  If ‘**NO’** on what basis were you given them: |
| **Was any part of the invention made using biological materials obtained from humans? (Y/N)**  If ‘**YES’** please provide details: |
| **Is this invention linked to the subject matter of other research agreements, MTAs, consultancies or other contracts (not listed above) that currently exist, or have expired, or are being negotiated? (Y/N)**  If ‘YES’ please provide details: |
| Was other company funded research taking place in your group during the period in question? (Y/N) If ‘**YES’**, please list the source of the funding, dates of the grant, and whether it was in a closely related, broadly related or not related subject area:   |  |  |  | | --- | --- | --- | | Funding source | Grant/contract period | Closely, broadly or not related area | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

# **INVENTOR/CONTRIBUTOR CERTIFICATION AND ASSIGNMENT**

I (We) hereby assign all right, title and interest to this invention or work to University of the Philippines Manila (UPM) pursuant to the University of the Philippines Intellectual Property Rights Policy of 2011 (UP IPR Policy of 2011) and agree to execute all documents as requested, assigning to University of the Philippines Manila my (our) rights in the above described intellectual property, and to cooperate with University of the Philippines Manila in the protection of this invention or work.

University of the Philippines Manila will share any royalty income derived from the invention or work with the actual legal inventor(s) (for patented inventions) or creator(s) (for copyrighted works) according to the implementing rules and regulations of the intellectual property policies, unless there is an agreement to the contrary.

By signing below, I (we) agree that I (we) have not knowingly omitted the inclusion of other potential contributors or creators. I (We) attest that the information provided in this form is correct and complete to the best of my (our) knowledge and based on authentic documents.

I (We) agree that by submitting this Intellectual Property Disclosure Form and Assignment of Intellectual Property, I (we) am (are) bound to conform to the UP IPR Policy of 2011 and any future revisions thereto.

| **Inventor’s Name** | **Signature** | **Date** |
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| **Witness’ Name** | **Signature** | **Date** |
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# **SIGNED (If Complete Disclosure) BY A REPRESENTATIVE OF THE TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE:**

Name and Signature:

Date:

Thank you for taking the time to complete this form. Please return it to the Technology Transfer and Business Development Office, University of the Philippines Manila. Please also email a copy in Word format (without signatures) to klocampo@up.edu.ph. If you have any queries, please call (632) 5310-5731 or 0998-842-5070.

**SUBSCRIBED AND SWORN TO** before me, a Notary Public, this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the City of Manila, affiants to this Intellectual Property Disclosure Form (IDF) personally appeared, exhibiting their government identification cards, and acknowledged to me that the same is their free and voluntary act and deed, and has understood the contents of this IDF. I have hereunto affixed my signature and notarial seal.

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of 2020.