**CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY (CSRC)**

**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATHI**

**IDF No: Request Date:**

**Invention Disclosure Format (Confidential)**

*[While filling the format, please delete the guidance cues (in grey) under each heading]*

**1. Inventor(s) information**

|  |  |  |
| --- | --- | --- |
| (i) | Name |  |
|  | Position |  |
|  | Department / Organisation |  |
|  | Phone & E Mail |  |
| (ii) | Name |  |
|  | Position |  |
|  | Department / Organisation |  |
|  | Phone & E Mail |  |
| (iii) | Name |  |
|  | Position |  |
|  | Department / Organisation |  |
|  | Phone & E Mail |  |
| (iv) | Name |  |
|  | Position |  |
|  | Department / Organisation |  |
|  | Phone & E Mail |  |

**2. Applicant(s) information:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **1st Applicant** | **2nd Applicant (if any)** |
| (i) | Organisation |  |  |
|  | Contact Name / Position |  |  |
|  | Address |  |  |
|  | Phone & E Mail |  |  |

**In case of joint applicants, a MOU/IIA detailing the rights and obligations of the parties relating to sharing of costs, revenues etc. needs to be finalized prior to complete filing.**

**3. Title of the invention**

* A slightly descriptive title to identify the nature of the invention (not more than 15 words)

**4. Field /Area of invention**

* One or two sentences mentioning the specific technology area of the invention
* Please provide a list of key words, which would define the novel & inventive aspects of your invention

**5. Summary and background of the invention**

* A brief narration of the background of the invention followed by a summarized description of the invention (in a paragraph). It could be written with a problem-solution approach
* Advantages of the invention over what is already known, may also be provided here

**6. Description of the invention in detail**

* The invention should be described without withholding any key information. It may be written in a simple manner. A person who is having ordinary skill in the area of research should be able to understand the description and reproduce / carry out the invention without any undue experimentation

If the inventor has prepared any draft manuscript for future publication, it may be shared in lieu of detailed description

* Any modification or alternative forms of the invention may be described.
* In case of the inventions conceived to be workable, but not yet worked out, may also be described. They should be described in the manner they should be actually performed
* Any supporting data related to the invention such as drawings, illustrations, test data, graphs, charts, etc.

**7. Prior publications / Patents by /available with the inventors**

* Outcomes of all searches (patent & non-patent) already done including a list of other references relevant to the invention to be shared. (Please refer to Annexure C-II & fill details)
* Has the same or a part of the invention been published or presented in a public forum by the inventors? If yes, please provide the details. If no, please share any other publications/presentation by the inventors relevant to the area of the current invention
* Please also share the details of any patent application of inventor in the related area. If the patent application is published or granted, please give the number. If it is not published yet, an abstract may be shared.

**8. Supporting information (if any)**

* Are any Government /external funding sources being used for the research? Please provide details. (Project Number & Title)
* Please attach copy of agreements with funding agencies and sponsoring agencies. Clarify if rights to any intellectual property arising out of the project have to be shared / assigned.

**9. Applications**

* + Please describe where the invention may be used. Is there is a direct contact with any agency or commercial enterprise which might be interested in pursuing commercialization of your invention?

**10. Any other relevant information**

* Is there any urgency on account of publishing in a journal; presentation at a seminar; response to competition etc. If yes, a provisional specification should be filed prior to the same. Details provided for patent filing should cover all that is to be published and more.
* Please indicate latest date by when provisional is to be filed.

Signature of all the inventors with date

**Vital timelines: (For information only)**

* 9 months from first filing date, request (if any) towards International / Foreign filing / [PCT Filing / Direct Convention Application] Annexure C1 to be given to the IP Cell. This will be subject to approval by Patent Sub Committee after technical/commercial due diligence.
* 12 months from first filing date is Non-extendable deadline to file the Complete Specification, PCT, Direct Convention Filing applications.

**Invention Disclosure Format**

**ANNEXURE A (Only for inventors of IIT TIRUPATI)**

**Title of the invention : .....................................................................................................................................................................................**

**.........................................................................................................................................................................................................................................**

**\*\* Individual shares of IIT Tirupati inventors in the Institute share of the invention.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Particulars** |  | **Percentage of Share \*\*** | **Remarks** |
| **1.** | Name |  |  |  |
|  | Position |  |  |  |
|  | Department  |  |
| **2.** | Name |  |  |  |
|  | Position |  |  |  |
|  | Department |  |
| **3.** | Name |  |  |  |
|  | Position |  |  |  |
|  | Department |  |
| **4.** | Name |  |  |  |
|  | Position |  |  |  |
|  | Department |  |
| **Total** | **100%** |

**I / We have read and undertake to abide by the Institute’s IPR Policy as amended from time to time:**

**Our rights to the invention are assigned to the Institute.**

**Signature of individual inventor (s) with date**

N.B.: All inventors to sign against their names

**Declaration by Inventor for the purpose of future contacts:**

**IITT IDF No.**

**Title of the invention:**

My current and permanent address and contact details are provided herewith.

I undertake to keep the Institute informed of any change in my contact details during the life of the Patent (20 years from the date of filing).

|  |  |
| --- | --- |
| **Current Address:**Name Father’s/Guardian’s name:Full Postal address:Mobile #Landline #Email: | **Permanent /Alternate Address:**Name Father’s/Guardian’s name:Full Postal address:Mobile #Landline #Email: |

**Signature and Date.** *(Signature of inventor with date*

**IDF No.:**

Invention Disclosure Format ANNEXURE C 1

**Patent Filing in other countries: (Optional / May be sent later)**

**Please provide information on countries where patent /IP may be used in products or processes and protection is sought towards making, selling, using, importing and protection.**

Please see guidelines for International filing on CSRC Website and timelines below.

|  |  |  |
| --- | --- | --- |
|  | Manufacturing | Consumption |
| US |  |  |
| EPO |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Japan |  |  |
| China |  |  |
| Korea |  |  |
| South Asia |  |  |
| GCC |  |  |
|  |  |  |
| ARIPO |  |  |
|  |  |  |
| Others |  |  |
|  |  |  |

**Patent Filing Costs:**

* Who else would be partnering with you for joint patent application?
* Please advise if costs of filing would be shared with any other party.

**Timelines: (For Information only)**

**9 months from the first filing date:**

- Decision on PCT Filing / Direct National Phase. This will be subject to approval by Patent Sub Committee (International / PCT Filing) after technical/commercial due diligence. **Technical due diligence (search) can be taken up only on the availability of complete specification and detailed claims .**

12 months from the first filing date:

- Non-extendable deadline to file the Complete Specification, PCT, Direct National Phase applications.

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**24 Months from the first filing date:**

- In case PCT has been filed, National Phase filings with Prior approval of the International Patent Committee required for National Phase Filings.

30 Months from the first filing date:

- Non-extendable deadline to file National Phase filings.

**FAQ's**

**Inventor's Attention:**

**1. Filing of patent applications (both Provisional & Complete).**

"Any display, demonstration, publication or other exposition of your invention or any part thereof, must embody prominently;
(i) If the application for patent has been published by the patent office;
 "PATENT PENDING - <patent application number>"
(i) If the application for patent has not been published by the patent office;
 "CONFIDENTIAL; - PATENT PENDING - <patent application number>"

**2. Under section 11(7) of the Act;**

On and from the date of publication of the application for patent and until the date of grant of a patent in respect of such application, the applicant shall have the privileges and rights as if a patent for the invention had been granted on the date of publication of the application:

Provided however that, the applicant shall not be entitled to institute any proceedings for infringement until the patent has been granted.

\*More information, templates and forms may be accessed from <https://www.iittp.ac.in/research/patent-technology-transfer>