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**INTELLECTUAL PROPERTY DISCLOSURE FORM**

**NON-CONFIDENTIAL TITLE OF INTELLECTUAL PROPERTY:** Click or tap here to enter text.

**Submitted By:**

|  |  |
| --- | --- |
| Principal Investigator’s Name | Click or tap here to enter text. |
| Faculty | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

**CONFIDENTIALITY: All information submitted within this disclosure will be treated as confidential.**

**PURPOSE:** Filing a confidential Intellectual Property (IP) disclosure form with the Carleton Innovation Transfer Office (CITO) is the first step towards obtaining formal support for the protection and commercialization of IP that you have developed. The written Invention Disclosure defines the IP of interest, contributors, funding sources as well as commercialization opportunities to begin the evaluation process by CITO. The finalized document may also act as a reference and record of the IP in future agreements.

**PROCESS:**

1. Please complete a draft IP Disclosure form to the best of your ability using the IP Disclosure Form Guide for support. *Please DO NOT collect initials by contributors on the draft form.*
2. Submit an electronic draft of the IP Disclosure form and all applicable attachments as separate files to [CITO@carleton.ca](mailto:CITO@carleton.ca).
3. You will be contacted to arrange a meeting with CITO staff to further discuss the IP Disclosure form and work with you finalize the form. Additional questions regarding your technology and commercial opportunity may also be posed during this process.
4. When complete, the form with be sent to contributors for initialization. A final PDF version will be shared with creators and be used within CITO records.
5. CITO will use the finalized form to assess various aspects including due diligence regarding IP rights and prior agreements, protectability, the market and potential to commercialize.
6. IP protection and commercialization support from CITO may be offered and formalized through a Revenue Sharing-Assignment agreement with Carleton.

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| **To be completed by CITO Staff:**  **DATE OF SUBMISSION:** Click or tap to enter a date.  **CITO ID:** Click or tap here to enter text. |

1. **INTELLECTUAL PROPERTY DESCRIPTION**
2. Please provide a ***plain language summary*** of your IP, and indicate why it is valuable/useful to the target industry and/or end-user.

Click or tap here to enter text.

1. What problem(s) does your IP address and solve?

Click or tap here to enter text.

1. Provide a description of your IP and how it addresses the problem. Consider the nature, technical characteristics, composition, construction, method/process and/or operation and current development status of the IP.

Click or tap here to enter text.

1. **GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. Is there a prototype, model, or sample of your IP? | **Yes** | **No** |
| If yes, has the prototype, model or sample been tested? | **Yes** | **No** |
| 1. Is there any expression of this IP through software? | **Yes** | **No** |
| If yes, have any open-source resources been used? | **Yes** | **No** |
| 1. Do you expect to continue towards the improvement/commercialization of your IP? | **Yes** | **No** |

1. **COMMERCIAL ASSESSMENT**
2. Identify those specific features of your IP that you believe to be novel, distinctive, or original. Is the invention a *new* product/process or an *improvement* to existing IP?

Click or tap here to enter text.

1. What do you think is the commercial potential of this IP - who (ex. which companies, third parties or end users) would use it and why?

Click or tap here to enter text.

1. **PUBLICATIONS/DISCLOSURES and PRIOR ART**
2. List and provide e-copies of, or hyperlinks to, of any *published or submitted* articles, theses, or conference disclosures, including dates, relating to this IP.

Click or tap here to enter text.

1. List and provide e-copies of, or hyperlinks to, to any publications relating to invention(s) *written by others* that are or may be similar/competitive/complementary to this IP.

Click or tap here to enter text.

1. Has a patent search been conducted?  **Yes**  **No**

If yes, list and/or provide a copy of the report with a list of identified patent(s).

Click or tap here to enter text.

1. **SUPPORT OF WORK TO DATE**
2. *Grants and Research Contracts:* Have creators received any support from grants or research contracts related to this IP (NSERC, MITACS, OCI, etc)?

|  |  |  |  |
| --- | --- | --- | --- |
| **Title or CUResearch/ ROMEO #** (if known) | **Granting Agency**  (if applicable) | **Industry Sponsor**  (if applicable) | **Start Date**  (if known) |
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1. *Other Support :* Have creators received any other support (salary, equipment, materials, space, advisory etc.) from any other companies/universities/governments/non-profits etc. related to this IP?

|  |  |  |
| --- | --- | --- |
| **Type of Support** | **Company/Org Name** | **Start Date** |
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1. **CONTRIBUTORS**
2. List **ALL** persons who have made a contribution to this IP. Initialization by contributors should be completed ***after*** the form has been reviewed and finalized along with support from CITO.

| **Legal Name**  Must match Government-issued ID | **Position(s) And Affiliation(s)**  List all positions and Affiliations including Carleton departments and any external affiliations | **Contact Information** | | **Contribution to Invention**  Please indicate your involvement in developing the IP | **Contributor Confirmation**  Initial to confirm review/ accuracy of your information |
| --- | --- | --- | --- | --- | --- |
| Given Name | Position(s): faculty/student/  Post-doctoral fellow etc. | Primary E-mail address | Enter your HOME Address including postal code | Enter Contribution to Invention | Initialize by Contributor |
| Surname | Affiliation(s): Departments, external organization etc. | Alternative E-mail address | Enter Personal Phone Number |
| Given Name | Position(s): faculty/student/  Post-doctoral fellow etc. | Primary E-mail address | Enter your HOME Address including postal code | Enter Contribution to Invention | Initialize by Contributor |
| Surname | Affiliation(s): Departments, external organization etc. | Alternative E-mail address | Enter Personal Phone Number |
| Given Name | Position(s): faculty/student/  Post-doctoral fellow etc. | Primary E-mail address | Enter your HOME Address including postal code | Enter Contribution to Invention | Initialize by Contributor |
| Surname | Affiliation(s): Departments, external organization etc. | Alternative E-mail address | Enter Personal Phone Number |
| Given Name | Position(s): faculty/student/  Post-doctoral fellow etc. | Primary E-mail address | Enter your HOME Address including postal code | Enter Contribution to Invention | Initialize by Contributor |
| Surname | Affiliation(s): Departments, external organization etc. | Alternative E-mail address | Enter Personal Phone Number |
| Given Name | Position(s): faculty/student/  Post-doctoral fellow etc. | Primary E-mail address | Enter your HOME Address including postal code | Enter Contribution to Invention | Initialize by Contributor |
| Surname | Affiliation(s): Departments, external organization etc. | Alternative E-mail address | Enter Personal Phone Number |
| Given Name | Position(s): faculty/student/  Post-doctoral fellow etc. | Primary E-mail address | Enter your HOME Address including postal code | Enter Contribution to Invention | Initialize by Contributor |
| Surname | Affiliation(s): Departments, external organization etc. | Alternative E-mail address | Enter Personal Phone Number |
| Given Name | Position(s): faculty/student/  Post-doctoral fellow etc. | Primary E-mail address | Enter your HOME Address including postal code | Enter Contribution to Invention | Initialize by Contributor |
| Surname | Affiliation(s): Departments, external organization etc. | Alternative E-mail address | Enter Personal Phone Number |
| Given Name | Position(s): faculty/student/  Post-doctoral fellow etc. | Primary E-mail address | Enter your HOME Address including postal code | Enter Contribution to Invention | Initialize by Contributor |
| Surname | Affiliation(s): Departments, external organization etc. | Alternative E-mail address | Enter Personal Phone Number |