

**INTELLECTUAL PROPERTY DISCLOSURE FORM
(Re: Patents and Copyright)**

TITLE OF INTELLECTUAL PROPERTY:

Submitted By: Principal Investigator	
Faculty	
Department	
Phone & Email	

DATE OF SUBMISSION: _____

ELECTRONIC SUBMISSION: Include all applicable attachments as separate files.

Do not add pages to this form. Email form and attachments to: theresawhite3@cunet.carleton.ca

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

NOTE: When an IntellectualProperty Disclosure is received by CITO, you will be contacted to arrange a meeting with CITO staff to further discuss the Intellectual Property Disclosure and available CITO support.

PURPOSE: The purpose of this form is to ensure that individuals who have made contributions to the creation of intellectual property (IP) are recognized, to identify any IP restrictions regarding research contracts and agreements and to ensure that any obligations to CITO are identified and confirmed. This form can also assist CITO identify market opportunities outside of the university to further advance the disclosed Intellectual property.

1. INTELLECTUAL PROPERTY DESCRIPTION

- (a) Please provide a *plain language summary* of your Intellectual Property, and why it is valuable/useful to the target industry and/or end-user.
- (b) Provide a brief description of the composition, construction, method/process and/or operation of the Intellectual Property (Key concepts, including nature, purpose, technical characteristics).
- (c) Provide (as separate document, PDF, hyperlinks) any additional information such as papers, reports, drawings, other descriptive material, *written by the inventors or team* to describe the Intellectual Property more fully.
- (d) Describe the current development status of the Intellectual Property. Please select an option for your Intellectual Property's readiness level
- Proof of concept: Lab R&D
 - Process Development: Lab to Pre-Pilot
 - System Enhancement: Pilot Scale
 - Optimization: Pre-Commercial Scale
 - Commercial Operations: Ready for deployment
- (e) What are the next steps? Please indicate the expected timing and requirements to reach the next stages that will facilitate commercialization of the invention.

- (f) What problem(s) does your invention address and solve?
- (g) Explain the solution and manner in which your Intellectual Property solves the problem(s) described in Item (e).
- (h) Briefly describe alternative technologies, of which you are aware, that accomplish a similar envisioned use or solve the problem(s) described in (e)? List names of competitors, where applicable.
- (i) Explain the disadvantages of the Intellectual Property(s) described in (g). How does your invention overcome the disadvantages of the approach/Intellectual Property developed by the others?
- (j) List, in order of importance, the features or characteristics of your Intellectual Property you would like to prevent others from manufacturing, using or selling.
- i.
 - ii.
 - iii.

2. GENERAL INFORMATION

- (a) Is there a prototype, model, or sample for your invention? **Yes** **No**
- (b) Has the prototype been tested? **Yes** **No**
- (c) Is there any expression of this invention through software? **Yes** **No**
- (d) Do you expect to continue towards the improvement/commercialization of your invention?
 Yes **No**

3. PRIOR ART

- (a) Has a patent search been conducted? **Yes** **No**

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

(b) Has a literature search been conducted? **Yes** **No**

If yes, provide a list and copies of the papers/publications (PDF's or hyperlinks)

Note: Please include material associated with similar Intellectual Property developed by others

(c) Have any patents related to or associated with this Intellectual Property been previously filed or issued? **Yes** **No**

If yes, provide a copy of the issued patent(s) or patent application(s) filed

(d) Please identify (list) **any** other person(s) or organization(s) [particularly any organization that funded any research related to the Intellectual Property described in Item 1(a)] which has or may have any claims (license rights, options, other intellectual property agreements, etc.) to the Intellectual Property.

Name of Person(s) or Organization(s)	Contact information

4. INVENTORS

(a) List **ALL** persons who have made an inventive contribution to this Intellectual Property.

Name	Position (student/post-doc/collaborator/contractor)	Contribution to Invention	Academic appointments or employment contracts outside Carleton University? If yes, where?

5. PUBLICATIONS/DISCLOSURES

(a) List and provide e-copies of, or hyperlinks to, of any published or submitted articles, including dates, relating to this invention.

(b) List and provide e-copies of, or hyperlinks to, any publications relating to invention(s) written by others that are or may be similar/competitive/complementary to your Intellectual Property.

(c) Have you presented/disclosed (or do you have plans to present/ disclose) this invention to any other party (company/ individual)? **Yes** **No**

If yes, list names, dates, and whether a non-disclosure agreement was signed.

Name(s)	Date(s)	Synopsis/Type of disclosure (written, verbal,	Non-disclosure agreement signed?

(d) Please indicate whether any aspect of the intellectual property is predicated on, or was made possible by use of, proprietary materials obtained from a third-party, e.g. colleague, student, outside individual or institution.

(e) Have any other parties been contacted to discuss the protection/commercialization of your invention? **Yes** **No**

If yes, list name(s)/date(s)

Name(s)	Date(s)

6. SUPPORT OF WORK TO DATE

(a) Sources of Funding

Please indicate all your funding support for the research contributing to this invention.

Grants (NSERC, MITACS, OCE, etc)

Title (ROMEIO Project #, if known)	Granting Agency/ Industry Sponsor (if applicable)	Start Date

Research Contracts

Title (ROMEIO Project #, if known)	Company Name	Start Date – End Date

Other Support

(Commitments to other companies/universities/governments and organizations from which the inventors received support, i.e. of salary, providing equipment, etc.)

Type of Support	Company Name	Date

(b) Funding Source Rights:

For **all** of the parties listed as providing funding support in Item 6(a) and any other parties, **provide copies** (email as separate document(s)) of **any agreement(s)** which include any rights to the intellectual property associated with this Intellectual Property.

7. INDUSTRIAL INTEREST/SUPPORT

Have you developed any industrial contacts interested in the Intellectual Property? If so, please list companies with name(s) of your contact and attach copies (in a separate document) of any relevant letters.

Company Name(s)	Contact (name, email)

8. ONGOING AND FUTURE RESEARCH PLANS

Provide a description of any ongoing and future development activities to be undertaken that will facilitate commercialization of the Intellectual Property. (Describe in terms of bench scale studies, engineering design drawings, prototype development, scaled up proof-of-principle, demonstration projects, etc...).

(a) Ongoing:

(b) Future:

9. COMMERCIAL ASSESSMENT

a) Is the invention a new product/process or an improvement to an existing Intellectual Property? Please elaborate on your response.

b) Identify those specific features of your invention that you believe to be novel, distinctive, or original.

- c) Indicate the commercial potential of the invention, who would use it and why? What is the motivation for an end-user to purchase this Intellectual Property product/service?

- d) List the range of target markets and immediate applications for this Intellectual Property. What is your assessment of the market? Indicate, if known, whether the market is expanding, stable, or shrinking.

- e) In addition to immediate applications, are there any other uses that might be realized in the future?

- f) What do you perceive as the barrier to adoption of this Intellectual Property? (Government regulation, high-cost capital equipment, significant changes to current production methods, etc.)

- g) List known companies who may have an interest in commercializing this Intellectual Property. Why do you think they might be interested? (Include company name, contact person, phone number, web site, etc.)

- h) What are the current significant technical hurdles that still need to be addressed prior to commercializing this Intellectual Property?

- i) Please list several key words and technical terms that directly describe the nature of your invention. (These could be used during a patent search and market assessment)

j) List any other source, if known, of additional market information.

k) How much do you think this Intellectual Property might be worth after fully developed?

10. GOAL FOR INTELLECTUAL PROPERTY

1. Foundation for Start-Up Company **Yes** **No**
2. IP Licensing Agreement **Yes** **No**

11. INVENTOR INFORMATION (for each person listed in Section 4)

_____	_____
Surname	Given Names (In Full) (Print)
_____	_____
Email Address	Telephone #

_____	_____
Surname	Given Names (In Full) (Print)
_____	_____
Email Address	Telephone #

_____	_____
Surname	Given Names (In Full) (Print)
_____	_____
Email Address	Telephone #

_____	_____
Surname	Given Names (In Full) (Print)
_____	_____
Email Address	Telephone #

12. ACKNOWLEDGEMENT:

The undersigned, being the SUBMITTER of this Intellectual Property Disclosure, does hereby declare and confirm that to the best of his/her knowledge and belief, the information provided is accurate and true both in substance and fact.

Signature: _____ Date: _____