

**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 Intellectual Property 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 and to identify any IP restrictions regarding research contracts and agreements. 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) 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
- (d) What problem(s) does your invention address and solve?
- (e) 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. POTENTIAL 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?

4. 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.

5. SUPPORT OF WORK TO DATE

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

6. 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) 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)

7. GOAL FOR INTELLECTUAL PROPERTY

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

8. INVENTOR INFORMATION (for each person listed in Section 3)

Full legal name	Email address	Telephone number

9. 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: _____