**1.Title of Invention\*:**

**CONTENTS:**

Page 1-6: Invention Disclosure form.

Page 7: Appendix A Timeline Requirement form

Page 8: Appendix B Authorship vs. Inventor shipdocument

Page 9: Appendix C Instructions to fill Invention Disclosure form

For Office Use:

Ref .No: ****

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\*The term “Invention” herein includes any ideas and material that may qualify for patent, copyright or other intellectual property rights.

**2. Please submit Microsoft Word file of Invention Disclosure (written description of your invention) by email to** [PTTO@uod.edu.sa](mailto:PTTO@uod.edu.sa)

**3. Inventors**

1. Potential inventors (Please refer to Appendix-B before filling this section)

|  |  |  |
| --- | --- | --- |
| **Name(legal as passport name) of Potential Inventor(s)** | **Position** | **Department** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

1. PTTO will communicate with a principal contact only for all matters related to the invention disclosed herein Please indicate below who will serve as the principal contact:

|  |  |
| --- | --- |
|  | * Name: …........................................................... |
|  | * Email address: ………………………………. Cell Phone: ........................………. |
|  |

1. In Section 3 (a) above, if you have listed inventor(s)who is(are) not affiliated to the University, please indicate if there is a collaboration agreement in place which establishes the terms of the joint work between Imam Abdulrahman Bin Faisal University (IAU) and other organization.

YES  / NO

If **YES**, please provide a copy of contract. If **NO**, see instructions on page 9.

**4. Was this invention developed with the use of any research grant/contract funds?**

YES / NO

If **YES**, please provide the details below

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract/ Grant no(s).** | **Sponsor(s) (for e.g. KAUST, KACST, NSTIP, SABIC etc.)** | **Project no.(s)** | **Project Manager** |
|  |  |  |  |

Please note that accurate and complete sponsorship information is necessary to fulfill IAU obligations under research grant and contracts. The information provided will be helpful to determine IAU’s Intellectual Property (IP) rights.

**5. Disclosures of the Invention**

Were there any prior public disclosure(s) or are there any anticipated disclosure(s), either written or oral, of the Invention? YES  / NO

If **YES**, please select appropriate box (es) below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PUBLIC DISCLOSURE** | **STATUS** |  | **WHERE** | | **DATE** |
| **Journal article\*** | Submitted |  |  | | Click here to enter a date. |
|  | Accepted |  |  | | Click here to enter a date. |
|  | Published |  |  | | Click here to enter a date. |
| **Conference**\* | Submitted |  |  | | Click here to enter a date. |
|  | Accepted |  |  | | Click here to enter a date. |
|  | Presented |  |  | | Click here to enter a date. |
| **Oral Presentation** | Thesis/Dissertation defense | | |  | Click here to enter a date. |
|  | Seminar |  |  | | Click here to enter a date. |
|  | Other |  |  | | Click here to enter a date. |
| **Poster Presentation** | |  |  | | Click here to enter a date. |
| **Disclosure to Industry\*** | |  |  | | Click here to enter a date. |
| **Grant Proposal\*** | |  |  | | Click here to enter a date. |
| **Other** | |  |  | | Click here to enter a date. |

\*Attach a copy of the disclosed material.

**6. Check all boxes that apply to the category of this invention:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | New Process |  | New Device |
|  | New Product |  | New Composition of Matter |
|  | New Use for an Existing Process/Product |  | Improvement to an Existing Process/Product |
|  | Other |  | |

1. **Please specify the area in which your research can be categorized?**

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1. **Please specify different keywords for your invention?**

(Make sure you cover all the relevant keywords and potential classification)

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| --- | --- | --- |
|  |  |  |
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1. **Please also specify how your invention is relevant to the above research area?**

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1. **Date of Conception**

Has the date of conception of invention been documented in a laboratory notebook (or other documents)?

YES  / NO

If **YES**, provide the date of conception: Click here to enter a date.

1. **Please provide contribution of each inventor in the invention (only if more than one inventor is listed).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  |  | **Contribution** |
| 1. | | |  |
| 2. | | |  |
| 3. | | |  |
| 4. | | |  |
| 5. | | |  |

1. **If your invention clearly recognizes a problem to be solved and if a technology / method / process / product already exist in market (not just in literature) which solves the problem, please provide the advantages or unique feature(s) of your invention when compared to the existing solution(s). (e.g., what could it do to help a potential customer: lower expenses, increase productivity, efficiency or accuracy, minimize risk, simplify a process, overcome a defect, increase revenue etc.)?**

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1. **Please identify and list the products or services where the proposed invention could be applied/implemented in practice.**

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| **14. Please list names of commercial entities which you believe may be interested to license the invention in its present form. Also specify the reason why they would be interested (please note that end-user may not be interested in a concept, they are more interested in a final product, in such case a company providing the service or solution needed by the end-user may be the potential target for licensing your invention).**  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………… |

**15. Declaration:**

I (We) hereby declare and sign that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true.

|  |
| --- |
| * I (We) here agree to assign all rights, title and interest to this invention to IAU, and agree to execute all documents that are requested, assigning to IAU our rights in any patent application filed from this invention, and to cooperate with the IAU Patent and Technology Transfer Office (PTTO) in the protection of this invention. IAU will share any royalty income derived from the invention with the inventor(s) according to its standard policies. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Inventor’s name** |  | | **2.** | **Inventor’s name** |  |
| **Inventor’s signature** |  | | **Inventor’s signature** |  |
| **Date** | Click here to enter a date. | | **Date** | Click here to enter a date. |
| **IAU ID** |  | | **IAU** **ID** |  |
| **City** |  | | **City** |  |
| **Country** |  | | **Country** |  |
| **Country of Citizenship** |  | | **Country of Citizenship** |  |
|  | | | | | | |
| **3.** | **Inventor’s name** |  | | **4.** | **Inventor’s name** |  |
| **Inventor’s signature** |  | | **Inventor’s signature** |  |
| **Date** | Click here to enter a date. | | **Date** | Click here to enter a date. |
| **IAU ID** |  | | **IAU ID** |  |
| **City** |  | | **City** |  |
| **Country** |  | | **Country** |  |
| **Country of Citizenship** |  | | **Country of Citizenship** |  |
|  | | |  | | | |
| **5.** | **Inventor’s name** |  | |  |  |  |
| **Inventor’s signature** |  | |  |  |
| **Date** | Click here to enter a date. | |  |  |
| **IAU ID** |  | |  |  |
| **City** |  | |  |  |
| **Country** |  | |  |  |
| **Country of Citizenship** |  | |  |  |

*Please note that the above information is required and that the absence of this information may hinder distribution of the inventor’s share of any royalties that may result from this technology.*

Director, PTTO: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institute for Research and Medical Consultation First Floor- Office No: L-3-2,

Patent and Technology Transfer Office (PTTO),

Phone: 0133330890.

**APPENDIX – A**

**Timeline Requirements for Inventors**

(Fill, sign and submit along with Invention Disclosure Form)

Invention Disclosure Title:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

IAU and the Inventor(s) wish to provide for the efficient handling of all dealings during the Patent process (to include disclosure review, patent search, and patent application and office actions), and thus agree to the following:

IAU shall promptly send notice to Inventor(s) of any item pertaining to the Invention or Patent Application that requires input or other action from Inventor.

At each stage in the patent process the Inventor(s) shall respond according to the timeline below:

|  |  |
| --- | --- |
| **Stage in the Patent Process** | **Response Due to PTTO Office** |
| Disclosure Review or Patent Search | Inventor(s) will respond with comments within 3 weeks |
| Patent Application – Questions from application writers | Inventor(s) will respond with answers within 2 weeks |
| Completed Draft of Patent Application | Inventor(s) will respond with comments, changes, or, if satisfied with the draft, signatures within 2 weeks |
| Office Action | Inventor(s) will respond with comments within 1 month |

|  |
| --- |
|  |
| Signature of Inventor\* |

*(\*To be signed by the inventor who would serve as principal contact with PTTO)*

**APPENDIX – B**

**Authorship vs. Inventor ship**

Scientific research organizations and academic institution tend to publish research results as quickly as possible through journal articles that often have multiple co-authors in addition to the primary researcher(s).

Some of the reasons for adding persons as co-authors include:

1. The primary researcher will employ students to perform routine assay and testing, e.g., sequencing genes and other routine laboratory work; it is customary to add the students as co-authors.
2. The co-author may be a colleague who has been asked to proofread the article before publication.
3. The co-author may be listed because he is the primary researcher’s supervisor or faculty advisor, although supervision may have merely been general.
4. All of the members of a research team may be listed as co-authors, even though the project was entirely designed by and managed by the primary researcher.
5. When the publication is a summary or condensed version of a doctoral dissertation, a faculty advisor may be listed as co-author because the advisor suggested the topic or problem that is the subject of the dissertation.
6. The co-author may have contributed to the journal article by updating the general state of current research, or by providing a theoretical explanation, including equations, for why the solution put forth in the article works or represents an advance in the art.

All of these may be valid reasons for naming persons as co-authors, and may be in accordance with the customary practice in the research field of institutional practice, but none of these reasons is sufficient for naming the co-author as an inventor in a U.S. patent application.

A U.S. patent application must name the inventors of the invention being claimed, which may be for a new and useful process, machine, manufacture, or composition of matter. The “invention” is defined by the claims in the patent application. Typically, the claims will include one or more independent claims, which will include a combination of steps (for a process or method), or a combination of elements (for a machine, manufacture, or composition of matter). The application may also include a series of dependent claims, each of which adds at least one additional step or element to the combination in the independent claim, or that places some limitation or qualification on a step or element already recited in the independent claim. An inventor is a person who contributes to adding a step, an element, or a limitation to at least one claim in the patent application.

Invention is usually said to require (1) conception; and (2) reduction to practice. “Conception” is the process of coming up with the idea for the invention that is complete enough that one of ordinary skill in the art can make and use the invention without undue experimentation. “Reduction to practice” may be an actual reduction to practice, e.g., making a model or prototype, or a constructive reduction to practice by filing a patent application that describes how one of ordinary skill in the art can make and use the invention without undue experimentation. A person who makes the model or prototype based solely on the instructions of the primary researcher is not an inventor. If, however, the person making the prototype must engage in nonroutine experimentation or solve an unexpected technical problem to make the invention work as described, then he may be a co-inventor, particularly if the solution to the problem is not known in the art. There may be joint inventorship. Usually joint inventorship will require communication between the joint inventors to come up with the complete conception of the invention, but not always.

**APPENDIX – C**

**Instructions to fill Invention Disclosure Form**

1. Fill the title of invention.
2. Send your invention disclosure in a ‘word file’ by email to [PTTO@uod.edu.sa](mailto:PTTO@uod.edu.sa).
3. (a) After reading the *Inventorship vs. Authorship* document (Appendix-B) thoroughly, fill the name **(legal as passport name),** position and department of ‘potential’ inventors. Please note that, Inventorship will be evaluated based on ‘contribution of each inventor’ in the invention, as provided by the inventors on page 3 of the form.

(b) Nominate an inventor who will serve as principal contact with Patent and Technology Transfer Office (PTTO).

The PTTO will interact only with the nominated principal contact for all matters related to this disclosure. It is the responsibility of principal contact to communicate information to all other inventors.

(c)If you have listed inventor(s) who is (are) not affiliated to IAU, please indicate if there is acollaboration agreement in place which establishes the terms of the joint work between IAU and other university/organization. If no agreement exists, the inventor from other university/organization needs to sign the ‘waiver form ‘. Please note the following:

* The PTTO will send the waiver form to IAU inventor who was nominated as principal contact.
* The IAU inventor can send this form to outside inventor by email.
* The outside inventor can sign the form and send us a scanned soft copy by email.

*Please note: Processing of disclosures which include inventors from other university/organization will start only after the signed waiver form is received from outside inventor.*

1. If the invention was developed using research grants/funds, please provide complete sponsorship information.
2. Check the box that applies to the category of invention.
3. List different keywords for your invention.
4. Provide type, status, place and date of public disclosure, if any. Attach a copy of disclosed material, if applicable.
5. Provide date of conception of invention. If you do not remember the exact date, provide at least month and year.
6. Provide contribution of each inventor in the invention. This information is mandatory, as Inventorship will be determined based on information provided in this section.
7. To the best of your knowledge, provide information showing how your disclosed invention overcomes the shortcomings of existing technologies/products.
8. List the products/services that might benefit from your invention. Provide all possible fields of application of your invention.
9. List the names of companies that might be interested in your invention.
10. Fill all applicable details and sign at the corresponding location.

**General Notes:**

1. If extra space is needed to provide additional information in any section of the form, use a separate Microsoft Word File and provide it to us along with Invention Disclosure form.
2. Fill and sign the timeline requirement form in Appendix-A and submit along with Invention Disclosure Form.
3. Please submit to Patent and Technology Transfer Office (PTTO), Institute for Research and Medical Consultation First Floor- Office No: L-3-2, Phone: 0133330890.