



## INVENTION DISCLOSURE FORM

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For Office Use:  
Ref .No:

### 1. Title of Invention\*:

.....  
.....

\*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@iau.edu.sa](mailto:PTTO@iau.edu.sa)**

### 3. Contributor(s)

- a) List below all persons who may have contributed to conception or creative reduction to practice of this invention (please carefully read Appendix E before filling this section; inventorship shall be subjected to legal review) (If there are more than 5 inventors, please re-print this page and add their names).

Name(s) of Contributor(s)	Position	College -Department	University
1.			
2.			
3.			
4.			
5.			

**If a IAU student is included as contributor, please fill, and submit Appendix A**

To get the application (PTTO.00) in word scan the following barcode:





b) 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 - IAU: ..... Office Number: .....

Email address - Other: ..... Cell Phone: .....

c) With reference to Section 3 (a) above, if you have listed a contributor who is (are) not affiliated to the University; please indicate if there is 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 agreement.
- If NO, arrange following forms to be submitted along with this Invention Disclosure Form:
  - Waiver Form (Appendix C)– to be filled and signed by non-IAU contributor.
  - No Objection Letter (Appendix D) – to be filled and signed by employer of non-IAU contributor.

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

YES / NO

If YES, please provide the details below

Contract / Project / Grant no(s).	Sponsor(s) (for e.g. KAUST, KACST, and NSTIP, SABIC etc.)	Principal Investigator

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.

- We confirm that there are no known conflicts of interest associated with this invention and there has been no significant financial support for this work that could have influenced its outcome.

First inventor: .....

Signature .....



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Institute of Innovation and Entrepreneurship

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## 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
<b>Journal article*</b>	Submitted	<input type="checkbox"/>		Click here to enter a date.
	Accepted	<input type="checkbox"/>		Click here to enter a date.
	Published	<input type="checkbox"/>		Click here to enter a date.
<b>Conference*</b>	Submitted	<input type="checkbox"/>		Click here to enter a date.
	Accepted	<input type="checkbox"/>		Click here to enter a date.
	Presented	<input type="checkbox"/>		Click here to enter a date.
<b>Oral Presentation</b>	Thesis/Dissertation defense <input type="checkbox"/>			Click here to enter a date.
	Seminar	<input type="checkbox"/>		Click here to enter a date.
	Other	<input type="checkbox"/>		Click here to enter a date.
<b>Poster Presentation</b>		<input type="checkbox"/>		Click here to enter a date.
<b>Disclosure to Industry*</b>		<input type="checkbox"/>		Click here to enter a date.
<b>Grant Proposal*</b>		<input type="checkbox"/>		Click here to enter a date.
<b>Other</b>		<input type="checkbox"/>		Click here to enter a date.

**\*Please attach a copy of the disclosed material.**

- **We confirm that we have given due consideration to the protection of intellectual property associated with this work and that there are no impediments to publication, including the timing of publication, with respect to intellectual property. In so doing we confirm that we have followed the regulations of our institutions concerning intellectual property.**

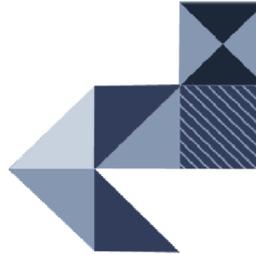
First inventor: .....

Signature .....



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

- |                                                                  |                                                                     |
|------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> New Process                             | <input type="checkbox"/> New Device                                 |
| <input type="checkbox"/> New Product                             | <input type="checkbox"/> New Composition of Matter                  |
| <input type="checkbox"/> New Use for an Existing Process/Product | <input type="checkbox"/> Improvement to an Existing Process/Product |
| <input type="checkbox"/> Other                                   |                                                                     |

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

- |                                                            |                                                  |
|------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Advanced Materials                | <input type="checkbox"/> Air Conditioning        |
| <input type="checkbox"/> Construction                      | <input type="checkbox"/> Electrical Power        |
| <input type="checkbox"/> Electronics and Telecommunication | <input type="checkbox"/> Petrochemicals          |
| <input type="checkbox"/> Information Technology            | <input type="checkbox"/> Environment Protection  |
| <input type="checkbox"/> Oil and gas                       | <input type="checkbox"/> Nanotechnology          |
| <input type="checkbox"/> Water                             | <input type="checkbox"/> Renewables              |
| <input type="checkbox"/> Aerospace                         | <input type="checkbox"/> Mathematics and Physics |
| <input type="checkbox"/> Corrosion                         | <input type="checkbox"/> Energy                  |
| <input type="checkbox"/> Other -----                       |                                                  |

**8. Please specify different keywords for your invention.**

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


**9. Please also specify how your invention is relevant to the above selected research area?**

.....

.....

.....

**10. 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.](#)



**11. With reference to Appendix E, please provide contribution of each contributor in the invention (only if more than two contributors were listed in Section 3 (a))**

Inventors	Contribution	Percentage of contribution %
1- (First inventor)		%
2-		%
3-		%
4-		%
5-		%
	Total	100%

➤ **We confirm that the contribution has been read and approved by all named inventors and that there are no other persons who satisfied the criteria for inventorship but are not listed. We further confirm that the contribution of inventors listed in the invention disclosure form has been approved by all of us.**

First inventor: .....

Signature .....



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**12. If your invention clearly recognizes a problem to be solved and if a technology / method / process / product already exists 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.)?**

.....  
.....  
.....  
.....  
.....

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

.....  
.....  
.....  
.....  
.....

**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).**

.....  
.....  
.....  
.....  
.....

**Please list names of any contact person from industry who have the experience in the field of technology (if you know).**

.....  
.....



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**15. Use the following web sites to search for similar patents:**

- WIPO - Patent scope

<https://patentscope.wipo.int/search/en/search.jsf>

- European Patent Database

<https://worldwide.espacenet.com/>

- USPTO's patent

<Http://patft.uspto.gov/>

- Google Patent

<https://patents.google.com/>

**16. Use the following table to differentiate between the cited references and the suggested invention:**

**Note: The differences should concern novel points that affect the properties of the invention itself**

N o.	Reference title	Comparison	
		Previous Patents / Research	Suggested Patent



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## 17. 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, the right to file this invention in multiple jurisdictions, 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.

<b>1.</b>	<b>Inventor's name in English</b>		<b>2.</b>	<b>Inventor's name in English</b>	
	<b>Inventor's name in Arabic</b>			<b>Inventor's name in Arabic</b>	
	<b>Inventor's signature</b>			<b>Inventor's signature</b>	
	<b>Date</b>	Click here to enter a date.		<b>Date</b>	Click here to enter a date.
	<b>IAU ID #</b>			<b>IAU ID #</b>	
	<b>Email</b>			<b>Email</b>	
	<b>City-Country</b>			<b>City-Country</b>	
	<b>Country of Citizenship</b>			<b>Country of Citizenship</b>	
<b>3.</b>	<b>Inventor's name in English</b>		<b>4.</b>	<b>Inventor's name in English</b>	
	<b>Inventor's name in Arabic</b>			<b>Inventor's name in Arabic</b>	
	<b>Inventor's signature</b>			<b>Inventor's signature</b>	
	<b>Date</b>	Click here to enter a date.		<b>Date</b>	Click here to enter a date.
	<b>IAU ID #</b>			<b>IAU ID #</b>	
	<b>Email</b>			<b>Email</b>	
	<b>City-Country</b>			<b>City-Country</b>	
	<b>Country of Citizenship</b>			<b>Country of Citizenship</b>	
<b>5.</b>	<b>Inventor's name in English</b>				
	<b>Inventor's name in Arabic</b>				
	<b>Inventor's signature</b>				
	<b>Date</b>	Click here to enter a date.			
	<b>IAU ID #</b>				
	<b>Email</b>				
	<b>City-Country</b>				
	<b>Country of Citizenship</b>				

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 of Innovation & Entrepreneurship, Second Floor

Patent and Technology Transfer Office (PTTO),

Phone: 0133330883.



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**APPENDIX – A**  
**Student Form**

(Fill and submit along with Invention Disclosure Form, if applicable)

Name

**1. Please tick appropriate box**

- I am currently a student at IAU  
 I have graduated

**2. Student details:**

(The students who have graduated also need to provide the following details)

- 9 Digit Student ID :  
Staff / Faculty ID (if applicable) :  
Mobile Number :  
Personal E-mail (you always use) :

**3. Tick appropriate box(es)**

- Undergraduate Student  
 M.S. Student  
 PhD Student  
 Other -----



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## **APPENDIX B**

### **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@iau.edu.sa](mailto:PTTO@iau.edu.sa).
3. (a) After reading the *Inventorship vs. Authorship* document (Appendix-E) 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 a collaboration 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, and No objections letter need to be signed and stamped from other university/organization.

*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.*
4. If the invention was developed using research grants/funds, please provide complete sponsorship information.
5. Check the box that applies to the category of invention.
6. List different keywords for your invention.
7. Provide type, status, place, and date of public disclosure, if any. Attach a copy of disclosed material, if applicable.
8. Provide date of conception of invention. If you do not remember the exact date, provide at least month and year.
9. Provide contribution of each inventor in the invention. This information is mandatory, as Inventorship will be determined based on information provided in this section.
10. To the best of your knowledge, provide information showing how your disclosed invention overcomes the shortcomings of existing technologies/products.
11. List the products/services that might benefit from your invention. Provide all possible fields of application of your invention.
12. List the names of companies that might be interested in your invention.
13. 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-F and submit along with Invention Disclosure Form.
3. Please submit to Patent and Technology Transfer Office (PTTO), Institute of Innovation & Entrepreneurship, Second Floor- Office No: 126, Phone: 0133330883.



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### APPENDIX C

#### **Waiver Form**

#### **WAIVER OF ANY AND ALL INTEREST IN INTELLECTUAL PROPERTY**

[Name of Collaborator] (“Colleague”), of [Name of Institution], shall be working and/or collaborating with [Name of IAU researcher] (“IAU Researcher”), who is either employed by or a student of Imam Abdulrahman bin Faisal University (“IAU” or “University”).

The Colleague hereby acknowledges and agrees to the following.

- 1- Colleague acknowledges and agrees that as between Colleague and University, the University is the owner of all right, title and interest in and to all Intellectual Property as such term is defined below.
- 2- (A) “Intellectual Property” means any and all art, method, process, procedure, invention, idea, design, concept, technique, discovery, improvement or moral right, regardless of patentability, as well as any patents, patent applications, copyrights, trademarks, service marks, trade names, trade secrets, know-how or other intellectual property rights recognized in any country or jurisdiction in the world, which is developed by Colleague in association with and/or jointly with IAU Researcher including, but not limited to, that which is developed with the use of any University facilities, equipment and/or other University resources including, but not limited to, IAU Researcher.
- (B) “Intellectual Property Protections” means the registration, application, filing, prosecution or maintenance of a patent, copyright, trademark, or other protective measure for Intellectual Property.
- 3- The Colleague hereby acknowledges and agrees that the University is the owner of all right, title and interest in and to the Intellectual Property. Moreover, to the extent any such Intellectual Property is deemed by any party to reside with Colleague, Colleague hereby assigns to university all its rights and interests in and to the Intellectual Property. Further, Colleague shall promptly disclose any Intellectual Property developed by Colleague that Colleague is aware of and shall use all reasonable efforts, at University’s request and at no cost to university, to cooperate fully with university to transfer any such Intellectual Property to University. To the extent any payment is due Colleague with respect to University’s use or exploitation of such Intellectual Property, such payment shall be from net royalties accrued by the University in accordance with university policies and regulations.
- 4- The University may, in its sole discretion, file for and maintain Intellectual Property Protections anywhere in the world for any and all Intellectual Property. Such right to maintain Intellectual Property Protections shall reside solely with the University and its authorized agents, representatives, and designees. To the extent, Licensor, or its authorized agents, representatives, and designees, require the assistance of Colleague in conjunction with the filing, prosecution and/or maintenance of its Intellectual Property Protections and any and all related enhancements, discoveries and inventions, Colleague shall cooperate with university and its authorized agents, representatives, and designees.
- 5- Colleague understands that the University is free to publish materials (including, but not limited to, reports and papers of research and other activities related to the Intellectual Property and/or its development). Any such reports or papers may refer to the fact that the Intellectual Property was developed with Colleague’s participation and may, further, acknowledge Colleague’s role therein, it being understood that such reference shall be made in the University’s sole discretion. Colleague hereby grants University the right to use Colleague’s name only in conjunction with any such publication as described herein.
- 6- Colleague hereby represents and warrants that his/her waiver and/or assignment of Intellectual Property rights as specified herein does not conflict with nor violate any other obligations, terms, or conditions he/she may have pursuant to any other contract(s), policy(ies) and/or regulation(s) with any third party(ies).

The undersigned Colleague has caused this Waiver of any and all Intellectual Property to be duly executed.

DATE: [Click here to enter a date.](#) Name :  
Title :  
Signature :



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**APPENDIX D**  
**No Objection Letter**

To,  
Director - Patent and Technology Transfer Office,  
Office of the Vice President for Scientific Research and Innovation,  
Imam Abdulrahman bin Faisal University,  
Dammam, Saudi Arabia.

Re: Proposed Collaboration between *Name of collaborators*

As an authorized representative of *Name of university/organization*, this letter confirms our awareness of the collaboration on *Title of Disclosure*, between our employee(s) *Name(s) of non-IAU contributor(s)* and *Name(s) of IAU researcher(s)*, who is either employed by or a student of Imam Abdulrahman bin Faisal University (“IAU”).

Our university/organization is aware that this employee has executed a document titled “Waiver Form” reflecting that IAU is the owner of all Intellectual Property rights resulting from the collaboration, and that the employee has waived any claim of such rights and agreed to assign all associated Intellectual Property rights to IAU.

Our university/organization does not object to this waiver and assignment of Intellectual Property rights and does not claim any rights itself in the Intellectual Property resulting from the collaboration. Our university/organization acknowledges that it has no interest in any licensing or other revenues resulting from the collaboration or Intellectual Property rights resulting from it.

IAU is hereby authorized to solely prosecute and file patent applications which include this employee as a co-inventor, and to have any and all patents issued solely to IAU as owner.

**STAMP**

Sincerely,

Name :

Title :

Signature :

Date : [Click here to enter a date.](#)



## **APPENDIX E**

### **Authorship vs. Inventor ship**

Scientific research organizations and academic institutions 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 no routine 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 F**

### **Timeline Requirements for Inventors**

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

Invention Disclosure Title:

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.....

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:

<i>Stage in the Patent Process</i>	<i>Response Due to PTTO Office</i>
<i>Disclosure Review or Patent Search</i>	Inventor(s) will respond with comments within 3 weeks from receiving date of search report
<i>Patent Application – Questions from application writers</i>	Inventor(s) will respond with answers within 2 weeks
<i>Completed Draft of Patent Application</i>	Inventor(s) will respond with comments, changes, or, if satisfied with the draft, signatures on the assignment deceleration forms within 2 weeks
<i>Office Action</i>	Inventor(s) will respond with comments within 1 month

-----  
Signature of Inventor\*

Date: .....

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