

**INVENTION DISCLOSURE FORM**

**Kindly complete and return to Secretariat, Working Group on Patent Review, IRDI**

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| **Date of Submission:** |  |

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| 1. **TITLE** *(a short title to identify the general nature of the work disclosed herein; it should not include unique details.)* |
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| **2. PARTICULARS OF PERSONS SUBMITTING THIS DISCLOSURE** *Correspondence will be via “Person 1”*.*Order of names is otherwise not significant. Not all contributors will necessarily be “inventors”. Inventorship is defined as person(s) who contributes, individually or jointly, to the inventive steps that make the invention workable. This is a legal issue: the rules for inclusion are not the same as for a scientific publication. Original signatures are required.* | | | | | | |
| I / We hereby declare to the best of my / our knowledge the information provided in this invention disclosure form are true and correct. I / We hereby assign all right, title and interest to this invention to IMU and agree to execute all documents as requested, assigning to IMU our rights in any patent application filed on this invention, and to cooperate with IMU in the protection of this invention. IMU will share any royalty income, derived from the commercialisation of the invention, with the inventor(s) according to its IP Policy, as may be updated from time to time. | | | | | | |
| **Person 1: Principal Contact *(please provide name as given in your travel documents since we will be using it for patent filing purposes)*** | | | | | | |
| Title: Mr Ms Dr Assoc Prof Prof | | | | | | |
| Family Name: | | Given Names: | | | | Citizenship: |
| University Position:  Faculty Post-Doc Research Scientist  Student  Technician  Corporate | | IMU Staff or Student No.: | | | | |
| Faculty/Department/Institution: | | Tel. No. Office:  Mobile:  Fax: | | | | |
| Mailing Address: | | Home Address (if different ): | | | | |
| Email: | | | | | | |
| Signature & Date: | | | | | | |
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| **Person 2 *(please provide name as given in your travel documents since we will be using it for patent filing purposes)*** | | | | | | |
| Title: Mr Ms Dr Assoc Prof Prof | | | | | | |
| Family Name: | | Given Names: | | | Citizenship: | |
| University Position:  Faculty Post-Doc Research Scientist  Student Technician  Corporate | | IMU Staff or Student ID No.: | | | | |
| Faculty/Department/Institution: | | Tel. No. Office:  Mobile:  Fax: | | | | |
| Mailing Address: | | Home Address (if different): | | | | |
| Email: | | | | | | |
| Signature & Date: | | | | | | |
|  | | | | | | |
| **Person 3 *(please provide name as given in your travel documents since we will be using it for patent filing purposes)*** | | | | | | |
| Title: Mr Ms Dr Assoc Prof Prof | | | | | | |
| Family Name: | Given Names: | | | Citizenship: | | |
| University Position:  Faculty Post-Doc Research Scientist  Student Technician  Corporate | | | IMU Staff or Student ID No.: | | | |
| Faculty/Department/Institution: | | | Tel. No. Office:  Mobile:  Fax: | | | |
| Mailing Address: | | | Home Address (if different): | | | |
| Email: | | | | | | |
| Signature & Date: | | | | | | |
|  | | | | | | |
| **Person 4\* *(please provide name as given in your travel documents since we will be using it for patent filing purposes)*** | | | | | | |
| Title: Mr Ms Dr Assoc Prof Prof | | | | | | |
| Family Name: | Given Names: | | | Citizenship: | | |
| University Position:  Faculty Post-Doc Research Scientist  Student Technician Non-Duke-NUS | | | IMU Staff or Student ID No.: | | | |
| Faculty/Department/Institution: | | | Tel. No. Office:  Mobile:  Fax: | | | |
| Mailing Address: | | | Home Address (if different): | | | |
| Email: | | | | | | |
| Signature & Date: | | | | | | |

**NB: \* Please attach pages as required if there are additional people**

**Kindly keep IRDI informed of permanent/home address changes to ensure you do not miss patent-related notifications or revenue payouts**

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| 1. **SOURCES OF SUPPORT OR GRANT RELATING TO THE DISCLOSURE** *Please identify all outside agencies, organizations, or companies that provided funding to the research that led to the outcomes described herein. Obligations of the research sponsor(s) will have to be met if patent protection and/or licensing of the technology is pursued.* | | |
| **Source(s) of Funding** (*Please also include the grant no.):* | |  |
| **Source:**  **Grant No.**  Title of Project Funded:  Collaborators (if any):  Was there a formal agreement signed? Yes No Have University resources or facilities been used? Yes No | **Source:**  **Grant No**.  Title of Project Funded:  Collaborators (if any):  Was there a formal agreement signed? Yes No Have University resources or facilities been used? Yes No |

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| 1. **CONTRACTUAL OBLIGATIONS**: *Please also disclose any other contractual obligations entered into, including Research Collaborations Agreements, Research Contracts, Material Transfer Agreements etc., if relevant to the outcomes described herein* |
| (i) Title of Collaboration/Project:    (ii) Reference Number (IMU and/or external):    (iii) Name of Collaborator or Provider of Material (*organisation and individual*):    (iv) Relevant Details of Collaboration or Material: |

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| 1. **DATES OF CONCEPTION & PUBLIC DISCLOSURE: *Please defer publication if you think that you may have patentable subject matter. Public disclosure of an invention before filing a patent application renders the invention not patentable in most countries.*** | | | | | | |
| On what date did you conceive the ‘invention’? *(this is the date you had formed in your mind a definite and permanent idea of how the technology would ‘work’)* | |  | | | |
| How was this documented? *(notebook, computer disk, diagrams, photos etc.)* | |  | | | |
| Has the work already been publically disclosed? *(this includes posters and oral presentations as well as journal articles)*  Type of disclosure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  On what date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Please attach copies, if possible.)* | | | | Yes  No | |
| Do you intend to disclose this work publicly in the near future? | | | | | Yes  No |
| If yes, when and where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Has the potential ‘invention’ already been reduced to practice? | | | Yes  No | | |
| Please indicate the status and your future intention for this work. (You may ⮽ more than one box) | | | | | |
| Project ongoing | Looking for collaborators for further R&D | | | | For information only |
| Project ended | Ready for Commercialisation | | | | Application to file a patent |
| Further R&D | Others (please specify) : | | | | |
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| 1. **TECHNOLOGY/INVENTION DETAILED DESCRIPTION (PRODUCT, PROCESS, TRADEMARK, COPYRIGHT, LOGO)** *Paying particular attention to A and B, please provide as complete a description as possible. This is essential for us to be able to assess whether the technology you describe is an “invention” in a legal sense; we may then elect to file a patent application. It is also essential to obtain an enforceable patent. A. The purpose of your description is to enable a person with similar skills in your field to be able to make and use the technology/invention you describe. B. Please do not withhold any key elements: you are obliged to describe the best way of making/using the technology/invention that is known to you at the time of submission.* | | | | | | |
| 6.1 **Field:**  *A sentence or paragraph identifying the general* ***field of technology*** *to which the work relates, and* ***keywords*** *that will help define publication and patent searches.* | | | | | | |
| * 1. **Summary:**   *A brief paragraph (similar to the abstract of a scientific paper) describing the key feature(s), with some background context* | | | | | | |
| 6.3 **Brief Description Of The Drawings** (if any)  *Listing of the captions of each drawing or relevant figure that you have attached to this disclosure.* | | | | | | |

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| 6.4 **Detailed Description Of The Preferred Embodiments:**  *This section should be detailed enough for a person having ordinary skill in your technical field to reproduce what you describe.*   *(i) A full description, including background, and best and most effective way to carry out the ‘invention’; how it works with reference to relevant attached drawings; optimum materials, conditions, parameters etc.                      (ii) Has the invention been reduced to practice? (That is, what experimental evidence, prototypes, pre-clinical / clinical data do you have in support of the ‘invention’?)                 (iii) What current problem(s) does it solve? How? What advantages does it have over existing methods, devices or materials? (please distinguish your work from prior publications/patents)             (iv) What are the competing ways to solve the same problem(s)?           (v) Are there any disadvantages or limitations? Can they be overcome?*  *(vi) What are the possible specific industrial applications?* |
| 6.5 **Modifications Of The Preferred Embodiments: (if any)**  *What are some other ways of doing the things you have described?* |
| 6.6 **References:** *Please list literature references that most closely describe your work. You may, if desired, conduct a patent search*  *List of references cited in this write-up*. |

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| 1. **COMMERCIALISATION** *Please identify any potential licensees or collaborators interested in your work*. | |
| List companies or organisations, if any, that could be interested in using/developing what you have described herein. | |
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| Would you be willing to participate in the marketing the technology, by explaining it to potential commercial partners? | Yes No |

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| **8.** **SOFTWARE DEVELOPMENT** (*If your disclosure involves or includes software, please answer the following questions. Otherwise, just write “N/A”.*) |
| Is the software stand-alone? If not, list associated software that is required for the invention to work. |
| What language is the software developed in and what platforms is it designed for delivery on? List the minimum hardware specifications required. |
| Was any of the source code obtained under an open source license or from any other source?  Yes No  If yes, a) Please provide a list of the sources:  b) Explain how the sources listed above have been used in the invention: |
| Are there any third party rights associated with the invention of the software? List grants or contracts if any, with third parties. |
| Is the software an improvement of existing software? Has a license been obtained on the existing software? Provide details. |
| Is the software a proof-of-concept, a demonstration, prototype or fully functional end user version? |