



## **Invention Disclosure application form**

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### Instructions for inventors

The University of Ruhuna, (UoR) Tech transfer office (TTO) is supposed to manage all intellectual and tangible properties generated by University staff and students of UoR. According to the rules of IP policy of UoR in relation to inventions, innovations and other works, all intellectual property generated could be disclosed to the TTO office.

It is not necessarily needed to submit all your research products to the TTO. You can submit an invention disclosure once you determine your invention is potentially patentable or may have commercial value. Please contact TTO if you are uncertain about the procedure or concerned whether your research is at the right stage of development to pursue patenting. Arrangements can be made to communicate with you at earliest time if you send an e-mail to our office.

The inventor may complete and submit this form with related supporting documents and materials to the TTO. Technology Transfer board of management in TTO will review the disclosure internally to note any deadlines and/or public disclosures that may impact the invention's patentability. In addition to that additional documents related to grant requirements, material transfer agreements, and other ownership issues are also evaluated for proper documentation. After internal review, preliminary disclosure application is preceded for patentability and market potential. The invention is further evaluated for patentability according to the country patent law.

To establish the novelty, a prior art search is done to determine whether there are issued patents, published articles or other published information capturing major features of the invention in question. To be patentable, an invention must be capable of some beneficial use in ways that represent improvements over existing products or techniques.

Once the evaluation is made, results will be shared with the inventor and, if necessary, arrange further discussions to be sure that we have captured all aspects of the invention.

If office decides to file for a patent, filing a provisional patent application is initiated and TTO team will direct the patent prosecution. The costs will be paid by the University (costs will be later recovered from royalty or equity payments). Once a patent or patent application is licensed, license revenue is distributed in accordance with University of Ruhuna intellectual property policy.

During the process of evaluation of an invention, inventors should not disclose any confidential information pertaining to the invention. Once an invention is disclosed publicly, in oral, visual or written forms (including e-mail or internet posting) patent rights will be immediately lost. Therefore technology Transfer office provides confidentiality agreements for individual and it is important to understand that there is no protection of the invention in public forums. You may submit an invention disclosure at least 60 days before publishing or presenting the invention. Inventions that are publicly disclosed before a patent application may lose patent protection

The following constitute a public disclosure:

- a. Publication in journals, magazines, booklets of funding agencies.
- b. Publication in any journals, magazines or booklets deposited in the UOR library or any other library that is freely accessible to the public.
- c. Posting information on the Internet.
- d. Oral or written disclosure including abstract and poster session at scientific meeting.
- e. Presentation at a seminar, lecture or symposium.
- f. Disclosing to visitors who have not previously signed a Confidential Disclosure Agreement.
- g. Announcement of experimental trials that include enabling disclosure of the invention.
- h. Advertisement, sale, demonstration or use in public of the invention

All contributors to the ideas leading to an invention should be listed in the disclosure—including the principal investigator, research assistants, students, staff, visiting scientists—whether or not they are UoR employees

University might not be able to take independent tech transfer or patent rights for your research products if there are prior existing third-party arrangements, third parties interests in patenting and/or licensing university inventions by

- Material transfer agreements
- Collaboration agreements
- Memoranda of understanding (MOUs)
- Joint study agreements
- Pre-existing license agreements

Therefore it is important to include the complete listing of third-party relationships in the invention disclosure. If an invention was jointly developed with another research institution or a company, regardless of whether an agreement is in place with that other entity, the fact of joint ownership will affect how the invention is handled by TTO.

If you have an invention which has been jointly developed with another academic institute or a commercial firm, you should submit an invention disclosure with the signature of the principal investigator and all inventors. Obtaining signatures of other inventors is strongly recommended, and it is not necessary to process the disclosure by the TTO.

If the inventor does not have enough data to support enablement, the responsible member will be notified, and the TTO review process will be temporarily suspended until the inventor has sufficient data. If the period of suspension is greater than 90 days, TTO will close its file on the invention. Closing the file does not preclude the inventor from later submitting a new disclosure when s/he has further enabling data.

Please complete all sections of the form and submit both a soft and hard copies. A copy of the form should also be sent to the Head of Department and the Dean of Faculty/School for their information.

Please submit the given completed preliminary disclosure application, duly signed to:

Director  
Technology Transfer office  
University of Ruhuna  
Wallamadama  
Matara

Tel: 0094 41 2227002 (Gen. Line)

Fax

Email

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## General details

Department:

Main researcher:

Collaborative researchers

Phone number:

E-mail:

## A. DESCRIPTION OF THE TECHNOLOGY

- 1. Title of the technology** (Non-confidential information)
- 2. Brief description of the technology** (Non-confidential information, given in a language easily understandable by investors and other persons not skilled in the art)
- 3. Detailed description of the technology** (Confidential information)

**4. Novelty and advantages of the technology** (Please, refer to publications to help understand the novelty of the technology through the present state of the art and provide an insight into the general development of the technology.)

**5. Areas of exploitation. Please, refer to all potential fields of application.** (Who may be interested in the exploitation of the technology? Please, introduce the uniqueness of the product or service, which could be developed by using this specific technology.)

**6. Phase of development and proof of concept** (Please, present any practical application of the technology.)

**7. Keywords**

## **B. PUBLICATIONS AND COMPARABLE TECHNOLOGIES**

**1. Has the technology been published in any abstract, paper, presentation, thesis, speech, article or any other form of publication in full or in part?** If yes, please list the relevant publications and attach all available copies to this form.

Type	Year	Journal / conference



2.		%		
3.		%		
4.		%		
...		%		

2. Please, list all researchers, who participated in the development of the technology in addition to the inventors.

Name of the Researcher	Type of legal relationship between the Researcher and the Institute	Department/organization	Contact data (address and phone)

## D. RESEARCH FUNDING AND COLLABORATION

1. Please, specify the financial resources used for the research and development of the technology.

<b>SOURCES OF SUPPORT AND GRANT RELATING TO INVENTION</b> Please identify all outside agencies, organizations, or companies that provided funding to the research that led to the conception of the invention. Obligations of the research sponsor(s) will have to be met if patent protection and/or licensing of the technology is pursued Please also disclose any other contractual obligations entered into to come up with the invention including collaborations, research contracts material transfers etc.	
<b>Source(s) of Funding</b> (eg. NSF, NRC UOR, etc. Please also include the grant no.):	
<b>Ref No.</b> Title of Project Funded: Collaborators (if any): Was there a formal agreement signed? <input type="checkbox"/> Yes <input type="checkbox"/> No Have University resources or facilities been used? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Grant No.</b> Title of Project Funded: Collaborators (if any): Was there a formal agreement signed? <input type="checkbox"/> Yes <input type="checkbox"/> No No Have University resources or facilities been used? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Grant No.</b> Title of Project Funded: Collaborators (if any): Was there a formal agreement signed? <input type="checkbox"/> Yes <input type="checkbox"/> No Have University resources or facilities been used? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Grant No</b> Title of Project Funded: Collaborators (if any): Was there a formal agreement signed? <input type="checkbox"/> Yes <input type="checkbox"/> No No Have University resources or facilities been used? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Ref No.</b> Title of Project Funded: Collaborators (if any): Was there a formal agreement signed? <input type="checkbox"/> Yes <input type="checkbox"/> No Have University resources or facilities been used? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Grant No.</b> Title of Project Funded: Collaborators (if any): Was there a formal agreement signed? <input type="checkbox"/> Yes <input type="checkbox"/> No No Have University resources or facilities been used? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Please, list all third parties collaborating during the research work.

3. Please, attach a copy of all agreements or other legal statements relating to the research activity to this form.



4. Have any materials (reagent, cell line, antibody, plasmid, chemical compound, computer software, etc.) been transferred to a third party during the development of the technology? If yes, please give details of it.
5. Have you ever disclosed the technology in full or in part to any third party? If yes, please give details of it and attach a copy of all relevant confidentiality agreements to this form.

**E.**  
**Commercialization**

**COMMERCIALISATION** Please identify any potential licensees or collaborators interested in the invention.

List companies or organizations, if any, that could be interested in using this invention.

Do you have plans to spin off a company based on your invention? Yes ☐ No ☐

Would you be willing to participate in the marketing of this invention by explaining it to potential commercial partners?

**F Software  
development**

**SOFTWARE DEVELOPMENT** (If your invention involves or includes software, please answer the following questions. Else, you may skip this section.)

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? Please attaché evidence

Is the software a proof-of-concept, a demonstration, prototype or fully functional end user version? Submit evidence

## G. Declaration / Agreement form

**8. INVENTORS' PARTICULARS & DECLARATIONS** Original signatures are required. Inventorship is defined as person(s) who contributes, individually or jointly, to the inventive steps that make the invention workable. **Do not list any inventor gratuitously.** The rules for inclusion are not the same as a scientific publication.

I / We\* hereby declare to the best of my / our\* knowledge the information provided in this invention disclosure form are true and correct. We hereby agree to transfer our intellectual property to the university of Ruhuna for further proceeding.

### Principal Inventor

Title: ☐ Mr ☐ Ms ☐ Dr ☐ Asst Prof ☐ Assoc Prof ☐ Prof \*

Family Name:

Given Names:

Citizenship:

University Position:

☐ Faculty ☐ Post-Doc ☐ Research Scientist ☐ Student ☐ Technician ☐ Non-UOR

UOR Staff or Student No.:

Faculty/Department/Institution:

Tel. No. Office:

Mailing Address:

Lab:

Mobile:

Fax:

Home Address (if different):

Email:

Signature & Date:

### Co-Inventor 1

Title: ☐ Mr ☐ Ms ☐ Dr ☐ Asst Prof ☐ Assoc Prof ☐ Prof \*

Family Name:

Given Names:

Citizenship:

University Position: <input type="checkbox"/> Faculty <input type="checkbox"/> Post-Doc <input type="checkbox"/> Research Scientist <input type="checkbox"/> Student <input type="checkbox"/> Technician <input type="checkbox"/> Non-UOR	UOR Staff or Student ID No.:	
Faculty/Department/Institution:	Tel. No. Office: Lab: Mobile:	
Mailing Address:	Fax: Home Address (if different):	
Email:		
Signature & Date:		

<b>Co-Inventor 2</b>		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Asst Prof <input type="checkbox"/> Assoc Prof <input type="checkbox"/> Prof *		
Family Name:	Given Names:	Citizenship:
University Position: <input type="checkbox"/> Faculty <input type="checkbox"/> Post-Doc <input type="checkbox"/> Research Scientist <input type="checkbox"/> Student <input type="checkbox"/> Technician <input type="checkbox"/> Non-UOR	UOR Staff or Student ID No.:	
Faculty/Department/Institution:	Tel. No. Office: Lab: Mobile:	
Mailing Address:	Fax: Home Address (if different):	
Email:		
Signature & Date:		
<b>Co-Inventor 3</b>		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Asst Prof <input type="checkbox"/> Assoc Prof <input type="checkbox"/> Prof *		
Family Name:	Given Names:	Citizenship:
University Position: <input type="checkbox"/> Faculty <input type="checkbox"/> Post-Doc <input type="checkbox"/> Research Scientist <input type="checkbox"/> Student <input type="checkbox"/> Technician <input type="checkbox"/> Non-UOR	UOR Staff or Student ID No.:	

Faculty/Department/Institution:	Tel. No. Office: Lab: Mobile: Fax:
Mailing Address:	Home Address (if different):
Email:	
Signature & Date:	

Co-Inventor 4		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Asst Prof <input type="checkbox"/> Assoc Prof <input type="checkbox"/> Prof *		
Family Name:	Given Names:	Citizenship:
University Position:	UOR Staff or Student ID No.:	
<input type="checkbox"/> Faculty <input type="checkbox"/> Post-Doc <input type="checkbox"/> Research Scientist <input type="checkbox"/> Student <input type="checkbox"/> Technician <input type="checkbox"/> Non-UOR		
Faculty/Department/Institution:	Tel. No. Office: Lab: Mobile: Fax:	
Mailing Address:	Home Address (if different):	
Email:		
Signature & Date:		

**All information provided in this form shall be treated confidentially by the University.**