



INVENTION DISCLOSURE FORM

Hothouse Office of Technology Transfer Dublin Institute of Technology

This Invention Disclosure Form (IDF) is the first step in the DIT process of identifying Intellectual Property (IP) and determining how to proceed with it. This determination process includes decisions about ownership and patenting as well as licensing.

An IDF should be submitted when something new and useful has been invented. Completed IDFs are important legal documents in that they record what has been invented as well as the circumstances under which the invention was made.

Submitted IDFs are treated as confidential until a patent application is filed or the invention is publicly disclosed (e.g. via an inventor's publication). Accordingly, prior to a patent filing or public disclosure, the information in submitted IDFs will not be distributed except (a) to research sponsors as may be stipulated by contract, (b) to parties that are under legal professional privilege or confidentiality agreements, or (c) as may be required by law.

For guidance on how to complete this IDF call DIT Hothouse on 01 402 7179.

A copy of this form can be downloaded from: <http://www.dit.ie/hothouse/researchers/downloadforms/>

Please submit completed IDF via soft copy and scanned copy of signature page to:

Hothouse
Dublin Institute of Technology
Aungier Street
Dublin 2
Email: hothouse@dit.ie

For office use only: Tech ID: _____ Licensing Exec.: _____

1. Title of Invention

--

2. Use & Priority Area *(check 1 field only as appropriate)*

A - Future Networks & Communications	H - Food for Health
B - Data Analytics, Management, Security & Privacy	I - Sustainable Food Production and Processing
C - Digital Platforms, Content & Applications	J - Marine Renewable Energy
D - Connected Health and Independent Living	K - Smart Grids & Smart Cities
E - Medical Devices	L - Manufacturing Competitiveness
F - Diagnostics	M - Processing Technologies and Novel Materials
G - Therapeutics: Synthesis, Formulation, Processing and Drug	N - Innovation in Services and Business Processes

3. Inventors

Name	Position	Department / Research Group	-Tel. (Mob) -Tel. (Work) -Email	Home Address (required for patenting)	Nationality (required for patenting)	Contribution to the Invention (%)

4. Description of Contribution *(each contributor/inventor should write a paragraph detailing his/her contribution to the invention. The paragraph should include whether the individual was involved in conceiving or designing any features of the invention and/or whether the individual was involved in building any of the functionality used to drive those features. NB: Include details on where the individual was employed when they contributed to the invention.)*

Principal Investigator Contribution
<i>Contribution</i>

Inventor 2 Contribution
<i>Contribution</i>

Inventor 3 Contribution
<i>Contribution</i>

5. **Description of Invention** *(Describe what the invention does, how it works and the problem it solves. Highlight what you think is novel/unique about the invention. Include diagrams or schematics where appropriate. Attach extra sheets if necessary.)*

6. **Why is this invention more advantageous than present technology?** *(What novel or unusual features does it have? How is it different than current technologies which solve this problem? What would prevent someone from copying it?)*

7. **What is the commercial application of this invention?** *(Who cares about this invention? What companies or consumers would use it? How many potential users are there in key geographic markets?)*

8. Describe any relevant Prior Art (Include a short bullet point summary of any prior art (patents and publications), including your own, that you think may be relevant, closely resemble your invention, or are closely related in its field. Please summarise that technology (in a few lines) and highlight why your invention is novel in comparison.)

9. Stage of Development (check 1 field only as appropriate)

1 - Idea		8 - Full Prototype available	
2 - Conceptualisation (core features have been described)		9 - Software Architecture designed (Software only)	
3 - Proof of concept (commenced)		10 - Beta Software available (Software only)	
4 - Design Stage: Models / Schematics designed		11 - In-field testing (commenced)	
5 - Concept proven / demonstrable		12 - In-field testing (concluded)	
6 - Patented*		13 - Launch ready version available	
7 - Pre-production Prototype available		14 - Launched	

Please provide access to technical specs, schematics, diagrams, link to beta software, pictures of prototype, or test results as appropriate.

*If patented please provide:

- Date of the patent application: _____
- Application No.: _____
- Name of patent agent: _____
- A copy of the patent specification included: Y/N

10. Proposed Funding (Please list any funding streams that the inventors have applied to (or are considering applying to) for development funding. Include the body responsible (government or private), funding programme name, and amount sought.)

11. Existing Funding (Please list any funding received to date from government bodies, industry partners or investors which has contributed to the development of this invention. Include Technology Centre funding if applicable.)

Funder Name	Government or Private	Amount (€)	Contract Number & Programme stream	Contact Name -Tel. & -Email

12. Commercialisation Opportunities *(Please include a list of any companies that you think might be interested in using or commercialising the invention or sponsoring further research. N.B. Please highlight in bold any companies that the inventor(s) has a financial interest in.)*

Company	Description of activities	Contact	-Telephone -Email	Has contact been made? (Y/N)

13. Material Transfer *(Was there a transfer of any materials to or from any other institutions related to this invention? Please provide signed Material Transfer Agreements were relevant.)*

14. Ownership *(Do any third parties have any rights to this invention? If yes, please give names, contact details and a brief explanation of involvement.)*

15. Timeline and Disclosure dates *(Please give any relevant dates in the lifespan of the invention, and provide details of all public disclosures including presentations, conferences, publications, online descriptions, and videos)*

	Date (DD/MM/YY)	Circumstances
1st Conception of the invention		<i>*include details of documented evidence (i.e. lab book)</i>
1st written description		
1st Prototype implementation		
1st Public disclosure		

Description of all public disclosures and publications to date

Description of any planned public disclosures or publications

Acknowledgement

I/we acknowledge that I/we have read, understood and agree with this form and the Institute’s *Intellectual Property Policy* and that all the information provided in this disclosure is complete and correct.

I/we understand, that the information disclosed to Hothouse, DIT in this document is given in strict confidence and that it will not be disclosed to any third party by Hothouse, DIT without my (our) express permission in writing. The information is being given in order to assess whether any commercially valuable Intellectual Property resides in the work described.

I/we reserve the right to publish or exhibit the work. However, during the current disclosure and assessment process, I/we undertake to consult with Hothouse, DIT prior to undertaking such publication or exhibition.

I/we shall take all reasonable precautions to protect the integrity and confidentiality of the IP in question.

Principal Investigator Name:	Signature:	Date:
_____	_____	_____
Inventor Name:	Signature:	Date:
_____	_____	_____
Inventor Name:	Signature:	Date:
_____	_____	_____
Inventor Name:	Signature:	Date:
_____	_____	_____