**Invention** **Disclosure Form**

It is recommended that if this completed invention record is e-mailed to UCL Business Limited (“UCLB”), the document is password protected and that the password is provided separately to UCLB. UCLB is a wholly owned subsidiary of University College London (“UCL”).

For guidance notes, further information and definitions in this form, please see pages at the end of this form.

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| --- | --- |
|  | TITLE OF INVENTION |
|  | DATE OF DISCLOSURE |
|  | DESCRIPTION OF INVENTION* Please give a short description, outlining the problem it solves, how it works and its advantages and improvements over existing methods devices or materials. (Any extra information can be included as an attachment).
* Please provide the time period(s) of your research directly relevant to the creation of the intellectual property.
 |
|  | PRODUCT* What work do you think needs to be done in order to get the invention to market?
* If a patent application were to be filed what work would you do on it in the next 12 months to support the application and development on the commercial product?
 |
|  | INVENTORSHIP (where an Inventor is not employed by UCL solely or is not a student of UCL solely, please make this clear) | Inventor 1 | Inventor 2 | Inventor 3 |
|  | NameCapacity involved (please provide name of the employer in case the Inventor is an employee of an organization or in the case of a student the name of the institution of which the Inventor is a student)PositionDepartmentHome Address**\*****(**\****Note for patent attorneys/agents: This address is for internal UCL/UCLB use only and must not be used for any patent filings and/or registrations. Please use UCLB’s principal place of business address for any filings and/or registration with the patent offices.)***EmailPhoneNationality(For International Patent Filings)% contribution to the invention |  |  |  |
|  | INVENTORSHIP (where an Inventor is not employed by UCL solely or is not a student of UCL solely, please make this clear) | Inventor 4 | Inventor 5 | Inventor 6 |
|  | NameCapacity involved (please provide name of the employer in case the Inventor is an employee of an organization or in the case of a student the name of the institution of which the Inventor is a student)PositionDepartmentHome Address**\*****(**\****Note for patent attorneys/agents: This address is for internal UCL/UCLB use only and must not be used for any patent filings and/or registrations. Please use UCLB’s principal place of business address for any filings and/or registration with the patent offices.)***EmailPhoneNationality(For International Patent Filings)% contribution to the invention |  |  |  |
| **6.** | JOINT INVENTIONIf this is a joint invention involving an Inventor who is not employed by UCL solely or is not a student of UCL solely, where was the work performed? |
|  | SOFTWAREPlease complete the following section if the invention includes a software component. If not please proceed to section 8:Does the software derive from or include any code (such as open source) that is publicly available? This covers code developed by you or any other entity. If so, please describe the list of any associated license information (GPL etc.)List preferred and alternate ways that your software can be deployed (e.g. as a desktop application, web application, SaaS, embedded etc.)?Do you intend to release the software under an open source license? If yes, provide rationale and form of license.For inventions that include both software and non-software components please specify whether each person contributed to only the software or non-software aspects of the invention, or both: |
| INVENTOR | Print Name | Only Software | Only Non-Software | Both |
| INVENTOR 1 |  |  |  |  |
| INVENTOR 2 |  |  |  |  |
| INVENTOR 3 |  |  |  |  |

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|  | EXTERNAL COLLABORATION, FUNDING AND DUE DILIGENCE. Was this invention developed in collaboration with any external organisations or subject to other contracts such as Collaboration Agreements, Material Transfer Agreements (MTAs) and Confidential Disclosure Agreements (CDAs)? Please provide any available details of the organisation, nature of collaboration or contract, and contact details and if possible, please attach a copy of the relevant contract such as a MTA or cite the UCLB reference number. Where the provider of the material is any NHS Foundation Trust, please use, alternatively, the box below to provide relevant details. |
|  | Please list all sources of external funding providing as many details as possible.

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| --- | --- | --- | --- |
| Research CouncilCharitable Foundation Industry European Commission Other Funding Body Name of funding body/company………………………………………………….Type of funding (e.g. Link, etc)…………………………………………………. | **🞎****🞎****🞎****🞎****🞎** | Research CouncilCharitable Foundation Industry European Commission Other Funding Body Name of funding body/company………………………………………………….Type of funding (e.g. Link, etc)…………………………………………………. | **🞎****🞎****🞎****🞎****🞎** |
| UCL Reference No…………………………………………………. |  | UCL Reference No…………………………………………………. |  |
| Title of Project…………………………………………………. |  | Title of Project…………………………………………………. |  |
| Amount Awarded………………………………………………… |  | Amount Awarded…………………………………………………. |  |
| Name of Grantholder…………………………………………………. |  | Name of Grantholder…………………………………………………. |  |
| Commencement & Completion Dates…………………………………………………. |  | Commencement & Completion Dates…………………………………………………. |  |

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|  | Have you used any material (including and clinical samples and/or data) in the process of generating the invention, which was received from an NHS Foundation Trust? Yes **🞎** No **🞎**Please tick the relevant checkbox(es) below to identify the relevant NHS Foundation Trust, if you have answered ‘Yes’ to the above question:

|  |  |
| --- | --- |
| Great Ormond Street Hospital for Children NHS Foundation TrustUniversity College London Hospitals NHS Foundation TrustRoyal Free London NHS Foundation TrustMoorfields Eye Hospital NHS Foundation TrustAny NHS Foundation Trust not listed above |  **🞎** **🞎** **🞎** **🞎** **🞎** (Please provide the name of such NHS Foundation Trust here:……………….) |

Please provide following additional information in case you have ticked any of the checkboxes above:A brief description of the material: …………………The approximate date when you received the material: …….….Whether an ethics approval was obtained to use this material? Yes **🞎** No **🞎**If the answer is ‘Yes’ to the above question, please provide the ethics approval number: **……………**Whether the material was collected in a clinical trial? Yes 🞎 No 🞎If the answer is ‘Yes’ to the above question, please provide the name of the clinical trial: **……………**Whether the material was received under the terms of a signed MTA? Yes **🞎** No **🞎**If you have answered ‘Yes’ to the above, please provide a copy of the MTA (if you have one). |

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|  | DISCLOSURE/PUBLICATION OF INVENTION (Accurate information is essential as prior disclosure may affect the possibility of obtaining patent rights)Please provide details of any publications/disclosures, which you have made or plan to make, having relevance to this invention (include papers and submitted papers, posters, conference abstracts, web articles, oral presentations, discussions with non-UCL employees). Please attach a copy of what has been or will be publicly disclosed. |
| **PART A** - PAST DISCLOSURE (IF ANY) |
| Disclosure Type | Date of disclosure | References/Comments |
| * Is the invention related to any prior invention disclosed to UCLB? If so, please give details.
* If the invention was publicly disclosed what was the format of its disclosure?
* Please provide any other essential details of the past disclosures relating to the invention.
 |  |  |
| **PART B** – Planned/ FUTURE DISCLOSURE (IF ANY) |
| Disclosure Type | Planned date of disclosure | References/Comments |
| In what format you plan to publicly disclose the invention? |  |  |
| **PART C** – PRIOR ART**Please provide details of any publications/patents known to you which are highly relevant to this invention**. **Attach results of any literature or patent searches which you have performed.** |
| Reference | Comments |
|  |  |
|  | MARKET INFORMATION:(Please complete this section to the best of your knowledge – the information provided will be used to assess the commercial potential of the invention)* What are the advantages/disadvantages of this technology compared to alternatives?
* What is the commercial application for this invention? How would it be sold?
* Please give details of any companies who may have an interest in this technology (include competitors). Please include details of any contacts you may have in those companies (name, position and contact details if known).
* If you have this information, what is the estimated size and value of the market? Please attach any supporting data.
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|  | OTHER RELEVANT INFORMATIONPlease disclose any other information that may be relevant to patenting/commercialising this invention. |

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|  | UCLB BUSINESS MANAGER RECOMMENDATION(UCLB use only) |

**Inventor Declaration**

The information contained within this form is accurate and complete to the best of my knowledge and belief. I agree to co‑operate with UCLB in seeking patent or other legal protection and in the exploitation of this invention.

By submitting this form the inventor(s) request that UCLB review the invention or other development described in this Invention Disclosure Form (the "Invention") and consider taking steps to protect and commercialise it.  Inventor(s) acknowledge and agree that if UCLB decides (at its sole discretion) to proceed with any such activities, the Invention will become a UCLB “Business Project" under the terms of a master services agreement between UCL and UCLB, and that inventor(s) may be required to execute assignment and revenue sharing agreements with UCLB in accordance with UCL's Revenue Sharing Policy.

UCLB is responsible for the protection commercialisation of Intellectual Property which arises from University College London.

### PURPOSE OF INVENTION DISCLOSURE FORM

This form is designed to determine the basic facts relating to an invention, design or copyright material;

The rights of all members of staff, students and others who may be involved, are protected by lodging this invention disclosure form with UCLB;

This form serves an additional purpose of establishing an independent reference point in support of laboratory notebooks as to when an invention was made.

### IMPORTANT INFORMATION

Information provided on this form may be used as a basis of a statement of inventorship in respect of a patent application. Incorrect information may lead to the patent not being granted or being declared invalid.

The information provided will also help UCLB determine the commercial potential of your invention. Patenting is expensive – the average cost of obtaining patent protection in Europe, USA, Canada, Australia and Japan is around £50,000-£60,000 in the first 5 years of protection and it can take anywhere from two to four and a half year to obtain the grant of a patent in the UK. Therefore, it is important that a full and frank disclosure of the facts is made at this stage.

Should this invention be commercialised successfully, incorrect information on this form could lead to legal action being taken against UCL and any patent applications being ruled invalid.

According to the Patents Act 1977, any invention made by an employee in the course of employment is owned by the employer if it was made in the course of the normal duties of the employee. Therefore, any inventions (whether patentable or not) discoveries, designs, software programmes, know-how, etc. arising from work undertaken in the normal course of employment or which could reasonably be expected to have arisen from that work, belong to UCL. However, in order to reward staff whom generate such intellectual property, UCL has a Revenue Share Policy so that any benefits which arise from the commercial exploitation of the intellectual property will be shared with the inventors.

### CONFIDENTIALITY

The information contained within this invention disclosure form will be treated as confidential and will be used only for assessing the potential for protecting and commercialising the invention and if appropriate in seeking protection of the disclosed invention.

If it is intended to disclose or publish information relating to this invention in the near future, please also mark any covering letter ‘URGENT – IMMINENT PUBLICATION’.

Please read the notes on the following page carefully before answering the relevant questions

When completed, please return this form to your UCLB contact at their email address or for the attention of their contact to:

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| --- |
| UCL Business LimitedThe Network Building97 Tottenham Court RoadLondonW1T 4TPEmail: info@uclb.com |

**Guidance Notes for completing the Invention Disclosure Form**

 The following instructions apply to the correspondingly numbered sections on the form:

1. TITLE OF INVENTION

Use a brief title, sufficiently descriptive to aid in identifying the invention. If you received a grant, you may use the grant title.

2. DATE OF DISCLOSURE

Provide the date when you submitted the Invention Disclosure Form to UCLB.

3. DESCRIPTION OF INVENTION

Briefly describe your invention in layman’s terms. Please also submit as much supporting information as possible along with the disclosure form, which can be in the form of manuscripts, grant applications, slide/Powerpoint presentations, etc. Please provide the supporting information electronically if possible in the same email that contains the completed disclosure form. The patent specification, when prepared will need to distinguish between what you have invented that is new and what is currently known (the so-called "Prior Art"). It will also have to describe how your invention may be reproduced. It is therefore important, that in the description of your invention you can give a summary of the Prior Art (including references where appropriate) and describe not just what you have invented but also what it is that is novel that achieves this result. This will help to produce an efficient and cost effective patent drafting and filing process.

Please also provide the dates when you first conceived the idea to when you finished working on the technology. Information recorded in your lab books should help in identifying such period.

 4. PRODUCT

Please summarise what further work is needed to make the invention commercially available in near future with a particular reference to any work that is planned for the technology over the next twelve months if a patent application is filed covering the technology. This helps define the current stage of development of the invention, and what type of progress can be expected in that time frame. It also allows us to craft patent applications that anticipate new improvements, and build a stronger piece of intellectual property in the process.

5. INVENTORSHIP

An inventor is a person who has made an intellectual contribution to the inventive step(s) involved in the creation of the invention described in the invention record. Please provide details of the inventors, who have created the invention, and who are either the employees or students of UCL or the employees or students of an organization/institution other than UCL. Staff and students working under supervision and not making a positive intellectual/creative contribution to the inventive step are unlikely to be inventors. True inventorship may be determined at a later stage, with the help of the UCL Business Manager and/or patent agents. Inventors will be asked to sign confirmatory assignments to evidence UCL’s ownership of the invention (if appropriate).

 6. JOINT INVENTION

 Please give details of the location where the work was performed.

7. SOFTWARE

In case the invention includes a software component, please provide specific information pertaining to the intended use of the software and list details of the contributors who have contributed in developing the software and/or non-software components of the relevant invention.

8. EXTERNAL COLLABORATION, FUNDING AND DUE DILIGENCE

Please provide details if the research relevant to the creation of the intellectual property benefited directly from any non-monetary or other in-kind support, such as the provision of equipment or the supply of materials by other parties. Also, please give details as to how your work was funded and if there was any additional support. The information provided in this Section will help us to establish whether there are any contractual terms and conditions with any funder(s) or other third parties that UCL and UCLB need to comply with. This will also help UCLB to calculate any revenue share due to third parties.

9. DISCLOSURE/PUBLICATION OF INVENTION

PART A – PAST DISCLOSURE: If this invention has already been published (i.e. released into the public domain in any way) it may prevent the possibility of obtaining patent protection for the idea. However patent protection may still be possible in some countries, provided patent application(s) are filed within a certain time period. Public disclosures can be in the form of proposal submission, articles in newspapers, newsletters, bulletins, textbooks, journals, theses, reports and letters to the editor, oral presentations, abstracts and poster sessions etc.

 PART B – PLANNED/FUTURE DISCLOSURE: Please include details of any thesis submitted in respect of a degree at UCL or any other institutions; submissions to journals; conference papers; seminar contributions; poster presentations; correspondence; e‑mails and any other disclosures. If any of these have been accepted for publication, please indicate approximate date when publication may occur – please note that articles may be published on-line prior to the official publication date. Please verify this if possible and give the earliest possible date the article will be made available to the public.

 PART C - PRIOR ART: UCLB has in-house patent database searching facilities. When an invention is notified to UCLB, searches of patent literature may be arranged, however, UCLB provides no representation or warranty with respect to the completeness or accuracy of such searches. As such, it remains important for the inventor(s) to conduct their own searching of patent and academic literature before submitting an invention record to UCLB, if possible. Please list key words for prior art searching.

 10. MARKET INFORMATION

Please briefly list what differentiates your invention from similar technologies of which you are aware. New inventions typically address a need. This section helps identify particular uses of the invention and provides context about how it relates to solving the particular problem and/or overcoming the limitations of existing approaches. Please identify any companies, entrepreneurs or investors who you are aware of that may be a good candidate to approach about commercializing the technology.

11. OTHER RELEVANT INFORMATION

Please provide us any other information which, in your opinion, is relevant to the invention, for instance, any information regarding any contractual obligations to third parties who may have contributed to the research. Please note that in case of any material transfer agreements, it is possible that exploitation rights might have been granted to the company/organisation providing the material, as a condition of use of the material.

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