

INTELLECTUAL PROPERTY DISCLOSURE FORM

This form was developed to provide a written, dated notice of your invention or discovery and to comply with the [Ontario Tech IP Policy](#). Ontario Tech requires an Intellectual Property Disclosure form for any Intellectual Property that is developed in the course of your employment at Ontario Tech. Please answer the questions with as much detail as possible. Attach additional pages and/or rows to applicable fields as necessary. Below you will find assistance and directions for each section to be filled out:

Section 1: Title of the Intellectual Property – If you do not have a title, please provide a one sentence overview that describes the technology and what it accomplishes.

Section 2: Inventors – these are individuals who have solved a problem associated with the invention or have had an “inventive contribution.” Please then also fill out your name, your associated institution, your contact information and your preferred method for moving the technology to the market or “IP Commercialization Route”

Section 3: Contributors – please list all those who, although did not solve problems or make inventive contribution to the Invention – did play a part in the development of the technology.

Section 4: Description of the Invention – please provide a high-level overview of the technology. It is preferred that this information is in layman’s terms. Please then attach any technical documents associated with the technology.

Section 5: Prior Art/Patent Search – if you are aware of similar or competing technologies/ideas please provide a list of these within this section.

Section 6: Disclosures – please list any public disclosures of your invention. A disclosure is any non-confidential communication which an inventor or invention owner makes available to one or more members of the public.

Section 7: Third Party Intellectual Property – please list any other company/institutions Intellectual Property that was used in the creation of your Invention, which includes any background IP that was developed using university support.

“University Support” shall include the use of university funds, university Personnel, facilities, equipment, materials, technological information, or proprietary know-how.

Section 8: What funding was used to develop your invention – Please list any grant or company supported research that was used or leveraged to create your Invention. This is important, as companies or granting agencies could have reach through rights to the Invention based on the agreements signed with them.

Section 9: What Stage of Development is your Invention – Inventions have numerous stages of development from idea, to prototype to commercial product and anywhere in between. We are looking to identify what stage of development and what data you have.

Section 10: Industry Contacts – Please provide any contacts you have within Industry that may be interested in learning about this technology or licensing it.

Signatures: Please have all *Inventors* sign the document. Once completed please provide a copy to:

Alla Darwish
Intellectual Property Officer - Office of Research Services
905.721.8668 ext. 3786
alla.darwish@ontariotechu.ca

Please note that any and all information contained within this document and any attachments will be kept confidential by Ontario Tech and its personnel.

	Ontario Tech File #:
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1. Title of Invention/ Intellectual Property	
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2. Inventors

SURNAME, GIVEN NAMES	INSTITUTION	BUSINESS CONTACT INFORMAION	IP COMMERCIALIZATION ROUTE
	<input type="checkbox"/> Ontario Tech <input type="checkbox"/> OTHER Specify: Click here to enter text.	Tel: Email:	<input type="checkbox"/> Through Ontario Tech <input type="checkbox"/> Retain Ownership <input type="checkbox"/> Other Specify: Click here to enter text.
	<input type="checkbox"/> Ontario Tech <input type="checkbox"/> OTHER Specify: Click here to enter text.	Tel: Email:	<input type="checkbox"/> Through Ontario Tech <input type="checkbox"/> Retain Ownership <input type="checkbox"/> Other Specify: Click here to enter text.
	<input type="checkbox"/> Ontario Tech <input type="checkbox"/> OTHER Specify: Click here to enter text.	Tel: Email:	<input type="checkbox"/> Through Ontario Tech <input type="checkbox"/> Retain Ownership <input type="checkbox"/> Other Specify: Click here to enter text.

3. Contributors

SURNAME, GIVEN NAMES	INSTITUTION	BUSINESS CONTACT INFORMATION
	<input type="checkbox"/> Ontario Tech <input type="checkbox"/> OTHER Specify: Click here to enter text.	Tel: Email:
	<input type="checkbox"/> Ontario Tech <input type="checkbox"/> OTHER Specify: Click here to enter text.	Tel: Email:
	<input type="checkbox"/> Ontario Tech <input type="checkbox"/> OTHER Specify: Click here to enter text.	Tel: Email:

4. Description of the Invention/Technology

I have provided supporting documents/diagrams/publication drafts/presentations/posters/thesis as an attachment to this document

5. Prior Art Search/Patent Search

6. Disclosures

Past Disclosures	Upcoming Disclosures
Has the information been disclosed previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes what date was it disclosed and in what manner Date: Click here to enter a date. <input type="checkbox"/> Publication <input type="checkbox"/> Presentation <input type="checkbox"/> Thesis defense <input type="checkbox"/> Poster <input type="checkbox"/> Other Describe: Click here to enter text.	Will the information be disclosed in the near future? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes what date will it be disclosed and in what manner Date: Click here to enter a date. <input type="checkbox"/> Publication <input type="checkbox"/> Presentation <input type="checkbox"/> Thesis defense <input type="checkbox"/> Poster <input type="checkbox"/> Other Describe: Click here to enter text.

7. Third Party / Background Intellectual Property

Did the work performed include any information or materials that are subject to third party rights, or background intellectual property developed using Ontario Tech support?

8. How was the research that resulted in the creation of the IP Funded?

<input type="checkbox"/> Grants	Specify: Click here to enter text.
<input type="checkbox"/> Sponsored Research	Specify: Click here to enter text.
<input type="checkbox"/> Fee for Service	Specify: Click here to enter text.
<input type="checkbox"/> Other	Specify: Click here to enter text.

9. What stage of development is the technology (i.e. idea, rough prototype, working prototype, commercial)?

10. Industry Contacts

Signatures: <i>(add additional lines as needed)</i>	
Name: _____	
Signature _____	Date _____
Name: _____	
Signature _____	Date _____
Name: _____	
Signature _____	Date _____