

## INTELLECTUAL PROPERTY DISCLOSURE FORM FOR SOFTWARE AND COPYRIGHT

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 or time at Ontario Tech. Please answer the questions with as much detail as possible. Attach additional pages and/or rows to applicable fields as necessary.

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

**Peter Shao**  
 Intellectual Property Officer - Office of Research Services  
 905.721.8668 ext. 3786  
[yiming.shao@ontariotechu.ca](mailto:yiming.shao@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 #:

1. Title of the Work/Software	Insert a brief title of the Work/Software. If you don't have a name for this Work/Software, please provide a descriptive title that indicates what it is/accomplishes.
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### 2. Descriptive Overview of the Work/Software

please provide a high level overview of the Work/Software. It is preferred that this information is in laymans terms. Please then attach technical documents associated with the technology. Please also include the start date of your Work/Software as this helps will help establish the copyright date.

**I have provided supporting diagrams/websites/links/publications/drafts/presentations/posters/thesis as an attachment to this document**

Insert start date of Work/Software	<a href="#">Click here to enter a date.</a>
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**3. Authors/Contributing Developers:** please list all those who contributed to the development of the Work/Software (i.e. anyone who wrote code, authored the Work, or assisted with the idea.)

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

<input type="checkbox"/> Ontario Tech <input type="checkbox"/> OTHER Specify: <a href="#">Click here to enter text.</a>	Tel  Email	<input type="checkbox"/> Through Ontario Tech <input type="checkbox"/> Retain Ownership <input type="checkbox"/> Other Specify: <a href="#">Click here to enter text.</a>
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**4. Disclosures/Distribution:** please list any public disclosures or distribution of your Work/Software. A disclosure is any communication which an inventor or invention owner makes available to one or more members of the public, revealing the existence of the invention and enabling an appropriately experienced individual to reproduce the invention. Distribution entails giving access to individuals outside of the Ontario Tech community without a Material or Data Transfer Agreement in place.

Past Distribution	Upcoming Distribution
Has the work/software been distributed to anyone outside of Ontario Tech? <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, when and to whom?:	Are you planning to distribute the Work/Software to anyone outside of Ontario Tech in the near future? <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, when and to whom?:
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: <a href="#">Click here to enter a date.</a> <input type="checkbox"/> Publication <input type="checkbox"/> Presentation <input type="checkbox"/> Thesis defense <input type="checkbox"/> Poster <input type="checkbox"/> Open Source <input type="checkbox"/> Other:	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: <a href="#">Click here to enter a date.</a> <input type="checkbox"/> Publication <input type="checkbox"/> Presentation <input type="checkbox"/> Thesis defense <input type="checkbox"/> Poster <input type="checkbox"/> Open Source <input type="checkbox"/> Other:

### 5. Third Party Intellectual Property

Did the work performed include any information or materials that are subject to third party rights through an MTA, NDA, third party licenses Open Source, or funding such as a grant or sponsored research? If so please list.
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### 6. How was the research that resulted in the creation of the Work Funded?

What funding was used to develop your Work/Software – Please list any grant or company supported research that was used or leveraged to create your Work/Software. Further please include if your Work/Software was developed with a Third Party such as industry or another academic institution (as this could also determine ownership rights of the Work/Software).

<input type="checkbox"/> Grants                      Specify: <a href="#">Click here to enter text.</a> <input type="checkbox"/> Sponsored Research      Specify: <a href="#">Click here to enter text.</a> <input type="checkbox"/> Fee for Service              Specify: <a href="#">Click here to enter text.</a> <input type="checkbox"/> Other                            Specify: <a href="#">Click here to enter text.</a>
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### 7. Additional Information on the Work/Software: Please feel free to expand the cells or add additional ones

Describe the systems or methods that the Work/Software implements/impacts:	
Describe the hardware configuration that is required (if any)	
Does the Work/Software have documentation/user manuals?	
Does the Work/Software utilize 3 <sup>rd</sup> party applications/open source? If yes, list	

What stage of development is the Work/Software?	
Is there any regulatory requirements/classifications?	
Does the Work/Software require ongoing support?	
Is it a modification or improvement of an existing Work/Software (identify the original Work/Software)?	

8. Industry Contacts/Publishers/Distributors

Please list any Industry Contacts or leads which may have commercial interest in this Invention Disclosure.

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