**Notes:**

1. *This document is meant to capture most of the details about your invention and understand its potential applications in various domains apart from the domain(s) you may be working in for your research.*
2. *This form shall help you uncover some of the important aspects of your invention.*
3. *This form shall help the TTO evaluate if you should go for a patent or a combination of IP rights to secure the intellectual outcomes from your research.*
4. *This form shall help you build insights into what is possible with the technology you are developing.*
5. *This form shall form the basis of the future documentation at the TTO for further licensing and / or commercialization of your technology. So please take sufficient amount of time to fill it and reflect upon what you have filled, before submitting it to the TTO.*
6. *It is assumed that there is no disclosure of your invention / proposed technology to anyone at any forum or journal or conference or place, prior to this disclosure, which shall be kept confidential in the TTO office as per the confidentiality agreement signed between you (the researcher) and the TTO office.*
7. *A patent application must meet the following criteria in order to apply for grantable patent:*
   1. ***Novel****: Work must be new and have not been disclosed earlier, anywhere, in any form.*
   2. ***Useful****: The work should generally be useful to company/industry/society and not merely for additional research/promotion.*
   3. ***Non-obvious****: Inventors should have identified unique aspects of the work in their research domain and these aspects should not be obvious to persons ordinarily skilled in the art / working in the same domain.*

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**FOR TTO OFFICE USE**

Reference Number:

Date of Submission:

Name and Signatures of the Submitter:

Name and Signatures of the Receiver at TTO:

Remarks:

**GENERAL INFORMATION**

1. **Title of the invention or the technology or proposed outcome of research:**
2. **Brief Description of the innovation / invention (not more than 300 words):**
3. **Stage of readiness of the invention** *(tick all that apply)***:** 
   1. Ideation
   2. Proof of Concept (POC)
   3. *In-vitro*
   4. *In-vivo*
   5. Prototype
   6. Working model
   7. Clinical
   8. Minimum Viable Product (MVP)
   9. Final Product
   10. Results Validated
   11. Under pilot testing
   12. Research Use
   13. Ready for Industry / Field Pilot studies
   14. Ready for Commercialization
4. **Submitted by:**

*(Please fill all the relevant names who have contributed to this invention / technology however small contribution they may have done.)*

Lead Inventor/Researcher

Name and Designation Role\*

Co-inventor(s)

Name and Designation Role\*

\***Role**: A role could be any of these: *Idea originator, Guidance for execution of experiments, Conducting / Assisting in Lab Experiments, Conduct of Proof of Concept, Building Prototype, Refining Prototype based on customer or end-user feedback, Building Market Viable Product or Process.*

1. Following details are required for applying for patent(s):
2. **Title of Invention:**
3. **List All Inventors**

*An inventor may be a Faculty member, Scientist, Research Scholar, Student or Technical or other staff associated with a University or Research Institution or Industry, either from public or private organization. Please list only those inventors who have intellectually contributed to the* ***essential elements*** *of the invention. People whose services were paid for may be excluded from the list of inventors. In case of collaborative projects with inventors from institutions other than parent organization, an NOC from the Head / Authorized Signatory of the collaborating organization must be obtained in advance with explicit written permission to file the patent in the name of parent organization. List the names and organizations of all people who participated in conceiving or continued development of the discovery/invention. Examples include those who made intellectual, theoretical, or innovative contribution to the discovery. In the case of software, those individuals who were involved in creating program code, manuals, flowcharts or any related items.*

*Please be aware that inventorship is strictly defined in patent law. Accordingly, contributors you list in this section will be named on patent applications resulting from this document only if their contributions meet this legal standard. A co-author may or may not qualify based on the particular facts; if you have any questions, contact the TTO.*

**Inventor 1:**

Name:

Designation:

Department:

Contact Details:

Email and phone number

Nationality

**Inventor 2:**

Name:

Designation:

Department:

Contact Details:

Email and phone number

Nationality

**Inventor 3:**

Name:

Designation:

Department:

Contact Details:

Email and phone number

Nationality

**Inventor 4:**

Name:

Designation:

Department:

Contact Details:

Email and phone number

Nationality

(Please include additional names and details of inventors, as needed)

*In addition to the above names, identify any individuals who could merit authorship credit of any associated publication:*

**SOURCE AND SCOPE**

1. **Is present research under a funded project? Yes / No**
2. If yes, please state the terms for filing of IPR. If no terms related to IPR are mentioned, have you obtained an NOC from the funding agency to file IPR in the name of parent organization?
3. **Is this work bound by any contractual agreement?** Yes/No/NA
4. **Is the invention a product or a process?** Product/Process
5. **Is this research been disclosed to public before?** Yes/No

*Disclosure includes, but is not limited to, publication in a journal, presentation in conference, conference proceedings, newsletters, transmission to third parties not involved in research either through, electronic, written or oral communication, or newspaper articles, publishing on public URL/ Social Media / hand-outs etc.*

1. **Are any future disclosures planned? If yes, describe the mode and provide estimated date(s):**
2. **Description of the Invention** *(Not more than 500 words):*
3. Do you want to seek corporate partnership in near future for this research?
4. Elements to help perform the **prior art search** related to the invention:
   * + Keywords: 5-7 important key words with ALL synonyms of the keywords
     + Field of Invention:
     + Purpose of the invention:
     + Technical aspects of the invention:
     + The problem with existing technology (method, process, technique or device)
     + Advantages/Benefits of your work and how it solves the problems over existing technology(ies):
     + Commercial potential or economic application of your work:
5. Is this a collaborative project? Yes / No
6. Did the collaborator provide materials? Yes / No
7. Is costing of the work done?

*(amount spent to arrive at the invention including Lab resources / material procurement / fabrication charges / manpower charges / hiring charges / other logistical charges except the charges for travelling to conferences / seminars / conducting lectures / publishing on public URL/ Social Media / hand-outs / workshops etc.)*

1. Did the discovery involve human materials or subjects? Yes / No
2. Has the research work been systematically documented? Yes/No

If yes, mention the place where the documentation is recorded and kept:

1. Date of Start of Project:
2. Has the research project or study been completed? Yes/No

If yes, please provide the date of completion.

If no, expected date of completion

1. Is there any patent filed by the inventors before? No / Yes.

If Yes, please provide all details of previously filed / granted patent(s).

**COMMERCIAL POTENTIAL**

1. Do you think this technology could form the basis of a “start-up” company? :

Yes / No / Don’t Know

1. Industry segment(s) in which research / invention could be applied at a commercial scale:
2. List few companies that may be interested in the invention? Have you connected to any of these companies regarding the invention prior to filling this form?
3. If you have a contact at any of these companies, please provide name, email and phone numbers for each, if available.

**Competition and Potential Users and Manufacturers**

1. Describe technologies, products, processes or services currently on the market of which you are aware that accomplish the purpose of this invention; or that are similar to this technology but used for a different purpose:

I/We hereby declare that the information provided above is truthful to my/our knowledge and no other available information is omitted from the above disclosure to the best of my / our knowledge.

(Inventor 1) (Inventor 2) (Inventor 3) (Inventor 4) (Inventor 5)

**TO BE SIGNED BY ALL INVENTORS**

**Please send / submit the signed document in hard copy to:**

***Dr. Samuel Rout,***

*Associate Manager, Technology Transfer*

*Technology Transfer Office, 2nd Floor,*

*KIIT TBI Building, KIIT University, Campus 11, Bhubaneswar – 751 024*

*Email:* [*samuel@kiitincubator.in*](mailto:samuel@kiitincubator.in)

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