|  |  |
| --- | --- |
|  | **Description: NUS logo black 195x89px** |

**NATIONAL UNIVERSITY OF SINGAPORE**

**INVENTION DISCLOSURE FORM**

**INSTRUCTIONS**

1. **Filling Out the Correct Forms**
2. If this is a software-based invention, complete instead a **Software Invention Disclosure** form.
3. If this invention has a hardware component and a software component, then complete first this **Invention Disclosure Form** and questions 23-30 *only* in the **Software Invention Disclosure** form.
4. If this is a reagent, complete instead a **Reagent Invention Disclosure** form.
5. For all other intellectual property or inventions (hereinafter “**invention**”), please complete this Invention Disclosure Form
6. **Things to Note**
7. This Invention Disclosure Form serves as an official notification to NUS via NUS Enterprise - Technology Transfer and Innovation (“**TTI**”) about the conception of any invention. Upon acceptance of the completed Invention Disclosure Form, TTI will conduct an evaluation of the invention disclosed and decide on the best course of action to commercialise this invention, which may, or may not include, filing a patent application.
8. Any public disclosure[[1]](#footnote-1) of the invention prior to submission of this Invention Disclosure Form will jeopardise any potential application for patent protection. Please submit this Invention Disclosure Form well in advance of any submission containing information on the invention to a conference or journal. Do bear in mind that the standard evaluation period of an Invention Disclosure is **90 days**.
9. Only list as an inventor any individual who has conceived or contributed an essential element of the invention, either independently or jointly with others, during the evolution of the technology conception or reduction to practice (i.e., development of the invention).
10. **Additional documents you will need to complete this form**

Download [Appendix 1](http://www.nus.edu.sg/ilo/docs/default-source/default-document-library/appendix-1-public-disclosure-20140425.pdf) to understand what constitutes Public Disclosure.

1. Download [Appendix 2](http://www.nus.edu.sg/ilo/docs/default-source/default-document-library/appendix-2-novelty-and-unobviousnes-20140425.pdf) for more information on what constitutes Novelty & Unobviousness.
2. Download [Appendix 3](http://www.nus.edu.sg/ilo/docs/default-source/default-document-library/appendix-3---trl-for-hw-and-pmlh-20140425.pdf) to assess the TRL of this invention.
3. **To Do**

* Submit the following two documents to **Patent-Admin@nus.edu.sg** and cc your Head of Department and Dean for their information:

1. One *MS Word* version of this Invention Disclosure Form.
2. One *PDF* version of this Invention Disclosure Form **fully signed** by all NUS and non-NUS inventors.

* If in doubt about any information requested by this Form, please contact: **Patent-Admin@nus.edu.sg**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | For TTI use only.  ID: |
| 1. Title of the Invention (What is it? Be clear and concise): Write here… | | | |

|  |  |  |
| --- | --- | --- |
| **I. GRANTS AND CONTRACTUAL OBLIGATIONS** | | |
| Funding Agencies:   1. NUSRI-Suzhou 2. NUSRI-Chongqing 3. NUS-Tianjin Joint School 4. NUSRI-Guangzhou 5. A\*STAR 6. CERP (NRP) 7. CRP (NRF) | 1. DSTA 2. DSO 3. EIRP (NRF) 4. MDA 5. MOE Tier 1 6. MOE Tier 2 7. MOE Tier 3 | 1. NEA ETRP 2. NMRC 3. POC (NRF) 4. SEC 5. SHARE 6. SJTU 7. SMART 8. Other Agency |
| 2. Grant   1. Funding source (from above):   Write here…   * + - * 1. If “Other Agency”, please specify:   …   1. Grant Number[[2]](#footnote-2):   …   1. Project title:   … | 2.1 Additional source of Funding 1   1. Funding source (from above):   Write here…   * + - * 1. If “Other Agency”, please specify:   …   1. Grant Number[[3]](#footnote-3):   …   1. Project title:   … | 2.2 Additional source of Funding 2   1. Funding source (from above)   Write here…   * + - * 1. If “Other Agency”, please specify:   …   1. Grant Number[[4]](#footnote-4):   …   1. Project title:   … |
| 3. If the invention is the result of a signed research agreement, indicate:   1. Title: Write here… 2. TTI Reference Number: … 3. Collaborator(s)’ organisation(s): … | | |

|  |  |
| --- | --- |
| **II. PUBLIC DISCLOSURE[[5]](#footnote-5)** | |
| 4. Has this invention been publicly disclosed? If so, indicate when and where this invention was disclosed: |  |
| 5. If the invention has not been publicly disclosed, indicate when and where it will be disclosed, if at all: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **III-A. NUS INVENTORS**  Each undersigned Inventor acknowledges and agrees that if this Form is transmitted by facsimile transmission or other electronic means in portable document format (“**pdf**”) to National University of Singapore (NUS) which results in transmission of his/her signature as an inventor making the disclosures of the invention disclosed in the Form, such facsimile or other electronically-transmitted Form shall be for all purposes effective as if such inventor had delivered the original of this Form and the facsimile or electronic signature of the inventor shall be deemed to be his/her original signature for all purposes. | | | | | |
| I/We hereby fully consent to NUS collecting, using and/or disclosing my/our personal data in any form and to disclose the same to third parties (including any third party located outside of Singapore) for the purpose of the registration, protection and management of the invention disclosed hereunder in compliance with the Singapore Personal Data Protection Act 2012. I represent and warrant that the personal data I have provided to NUS in this Form are true and accurate and that I am the user and/or subscriber of the telephone number submitted in this form. | | | | | |
| I/We, (an) inventor(s) who is (are) staff or student(s) of NUS, hereby declare that to the best of my/our knowledge the information provided in this Form are true and correct. I/We hereby agree to assign all rights, title and interest in and to this invention to NUS and/or such relevant third parties under the Grant or relevant contracting parties to the relevant research agreement giving rise to the invention, as the case may be, and agree to execute all documents as requested, assigning to NUS, and/or such third parties or contracting parties, my/our respective rights to this invention and in any patent application filed on this invention, and to cooperate with NUS Enterprise - Technology Transfer and Innovation (“**TTI**”) in the protection of this invention. NUS will share any income derived from the invention with the inventor(s) who are NUS staff or students according to its Policies Relating to University Intellectual Property, as may be updated from time to time. | | | | | |
|  | **Inventor 1** | **Inventor 2** | **Inventor 3** | **Inventor 4** | **Inventor 5** |
| **6. Family Name** (as it appears in official document or passport) |  |  |  |  |  |
| **7. Given Name** (as it appears in official document or passport) |  |  |  |  |  |
| **8. Full Name in Chinese Characters (if applicable)** |  |  |  |  |  |
| **9. Citizenship** |  |  |  |  |  |
| **10. Staff or Student No.** |  |  |  |  |  |
| **11. Faculty & Department** (to which this invention should be attributed to) |  |  |  |  |  |
| **12. Contact Phone** |  |  |  |  |  |
| **13. Email** (NUS and Personal account) |  |  |  |  |  |
| **14. Mailing Address**[[6]](#footnote-6) |  |  |  |  |  |
| **15a. Percentage Inventive Contribution / Income Split**[[7]](#footnote-7) |  |  |  |  |  |
| **15b. State Aspect of Inventive Contribution**[[8]](#footnote-8) |  |  |  |  |  |
| **16. Signature** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **III-B. NON-NUS INVENTORS**  Each undersigned Inventor acknowledges and agrees that if this Form is transmitted by facsimile transmission or other electronic means in portable document format (“**pdf**”) to National University of Singapore (NUS) which results in transmission of his/her signature as an inventor making the disclosures of the invention disclosed in the Form, such facsimile or other electronically-transmitted Form shall be for all purposes effective as if such inventor had delivered the original of this Form and the facsimile or electronic signature of the inventor shall be deemed to be his/her original signature for all purposes. | | | | | |
| I/We hereby fully consent to NUS collecting, using and/or disclosing my/our personal data in any form and to disclose the same to third parties (including any third party located outside of Singapore) for the purpose of the registration, protection and management of the invention disclosed hereunder in compliance with the Singapore Personal Data Protection Act 2012. I represent and warrant that the personal data I have provided to NUS in this Form are true and accurate and that I am the user and/or subscriber of the telephone number submitted in this Form. | | | | | |
| I/We, (an) inventor(s) who is (are) not (an) NUS staff or student(s), hereby declare that to the best of my/our knowledge the information provided in this Form are true and correct. I/We hereby agree to assign all rights, title and interest to this invention to NUS and/or such relevant third parties under the Grant or relevant contracting parties to the relevant research agreement giving rise to the invention, as the case may be, and agree to execute all documents as requested, assigning to NUS and/or such third parties or contracting parties, our respective rights to this invention and in any patent application filed on this invention, and to cooperate with NUS Enterprise - Technology Transfer and Innovation (“**TTI**”) in the protection of this invention. NUS will share any income derived from the invention with such third parties or contracting parties in accordance with the terms of the relevant Grant or research agreement. | | | | | |
|  | **Inventor 1** | **Inventor 2** | **Inventor 3** | **Inventor 4** | **Inventor 5** |
| **6. Family Name** (as it appears in official document or passport) |  |  |  |  |  |
| **7. Given Name** (as it appears in official document or passport) |  |  |  |  |  |
| **8. Full Name in Chinese Characters (if applicable)** |  |  |  |  |  |
| **9. Citizenship** |  |  |  |  |  |
| **10. Organization** |  |  |  |  |  |
| **11. Contact Phone** |  |  |  |  |  |
| **12. Contact Address** |  |  |  |  |  |
| **13. Email** (Organisation’s and Personal account) |  |  |  |  |  |
| **14. Mailing Address**[[9]](#footnote-9) |  |  |  |  |  |
| **15a. Percentage Inventive Contribution / Income Split**[[10]](#footnote-10) |  |  |  |  |  |
| **15b. State Aspect of Inventive Contribution**[[11]](#footnote-11) |  |  |  |  |  |
| **16. Signature** |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IV. DETAILS OF THE INVENTION** | | | |
| 17. **Overview** – Provide a summary or general description of the invention including its field of application:  … | | | |
| 18. **Novelty & Unobviousness**[[12]](#footnote-12) – List the features of this invention that make it a substantial and significant improvement, or which present new and unexpected results, over existing technology (i.e., methods, devices and/or materials). Indicate what are the unique benefits or advantages these features provide. | | | |
| **Feature** | | **Benefit/Advantage** | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| 19. **Limitations** – Describe the limitations, if any, of this invention in terms of, for instance, scalability, speed, power consumption, efficiency, use of exotic compounds, etc.  … | | | |
| 20. **Prior Art** – List any other existing technologies or literature that closely resemble the features and/or functionalities of this invention. Indicate how this invention differentiates from the existing technologies or literature listed.  … | | | |
| 21. **Commercial Applications** – List the critical commercial problems this invention solves:  … | | | |
| 22. **Commercial Interest** – Provide details of the commercial parties that may be interested in this technology: | | | |
| **Company** | **Contact Person** | | **Email** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| 23. **Plans** – List your plans regarding this invention (e.g., indicate whether someone is currently working on this invention and to what end, if additional research funds are being applied for, etc.).  … | | | |
| 24. **Technology Readiness Level** – What is the overall Technology Readiness Level (TRL) of this invention?[[13]](#footnote-13): … | | | |
| 25. **Material** – If the invention uses material from another lab, company, or which was purchased, to list the following, if applicable: | | | |
| **Material** | **Source** | | **Material Transfer Agreement** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| 26. **Technical Description** – Describe the technical details of this invention. You may include figures in this section. This section roughly corresponds to sections Methodology, Results, Analysis and Conclusions in a scientific paper:  Write here…  Please include again the **Title of the Invention**…  All figures (if any) should be distinguishable in black and white. | | | |

1. See Appendix 1. [↑](#footnote-ref-1)
2. This number can be found in the Grant’s Letter of Award. This number is NOT the WBS number [↑](#footnote-ref-2)
3. This number can be found in the Grant’s Letter of Award. This number is NOT the WBS number [↑](#footnote-ref-3)
4. This number can be found in the Grant’s Letter of Award. This number is NOT the WBS number [↑](#footnote-ref-4)
5. See Appendix 1 [↑](#footnote-ref-5)
6. All official documents will be sent to the mailing address indicated. For income distribution, please keep us updated of any changes to your mailing address. [↑](#footnote-ref-6)
7. To fill out the percentage contribution of each inventor to the invention – this % will be used to determine the % income split amongst the NUS inventors. The total percentage across the NUS and non-NUS inventors should add up to 100%. If left blank, it is taken that each inventor has contributed equally to the invention and any income will also be distributed equally amongst the NUS inventors. **Please note that TTI will not accept any amendments to the Percentage Inventive Contribution/ Income Split after one month from the date of receipt of the Form.** [↑](#footnote-ref-7)
8. To fill in brief description of the essential element(s) of the invention which the NUS inventor has contributed to. [↑](#footnote-ref-8)
9. See Footnote 6. [↑](#footnote-ref-9)
10. To fill out the percentage contribution of each inventor to the invention. The total percentage across the NUS and non-NUS inventors should add up to 100%. If left blank, it is taken that each inventor has contributed equally to the invention. **Please note that TTI will not accept any amendments to the Percentage Inventive Contribution/ Income Split after one month from the date of receipt of the Form.** [↑](#footnote-ref-10)
11. To fill in brief description of the essential element(s) of the invention which the non-NUS inventor has contributed to. [↑](#footnote-ref-11)
12. See Appendix 2. [↑](#footnote-ref-12)
13. See Appendix 3. [↑](#footnote-ref-13)