Please complete all of this form and return it as quickly as possible to Edinburgh Innovations. The information will be used to form the basis of fuller discussions with members of this office. Please attach all relevant information that may be of assistance. The form can be filled out by hand or electronically, but please ensure that all forms are signed and dated, by hand, before submission.

1. **Brief Working Title of Invention**

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1. **Inventors[[1]](#footnote-1) (if more than 3 inventors, please append additional sheets)**

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| --- | --- | --- | --- |
| Name: |  | Title: | Prof / Dr / Mr |
| Employer (If UoE, state): |  |
| Status @ UoE (if applies): | Staff / Student / Visitor | Nationality[[2]](#footnote-2): |  |
| School: |  | Work address: |  |
| Work Phone: |  |  |
| Work Email: |  |  |
| % inventive contribution[[3]](#footnote-3) |  |  |

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| --- | --- | --- | --- |
| Name: |  | Title: | Prof / Dr / Mr |
| Employer (If UoE, state): |  |
| Status @ UoE (if applies): | Staff / Student/ Visitor | Nationality: |  |
| School: |  | Work address: |  |
| Work Phone: |  |  |
| Work Email: |  |  |
| % inventive contribution |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: | Prof / Dr / Mr |
| Employer (If UoE, state): |  |
| Status @ UoE (if applies): | Staff / Student/ Visitor | Nationality: |  |
| School: |  | Work address: |  |
| Work Phone: |  |  |
| Work Email: |  |  |
| % inventive contribution |  |  |

Name of the inventor that will act as the principal contact person

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1. **Non-inventor contributors[[4]](#footnote-4) (if more than 2 additional contributors, please append additional sheets)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: | Prof / Dr / Mr |
| Employer (If UoE, state): |  |
| Status @ UoE (if applies): | Staff / Student/ Visitor | Nationality: |  |
| School: |  | Work address: |  |
| Work Phone: |  |  |
| Work Email: |  |  |
| % to be donated |  |  |
| Donated by which inventors | All / List specific ones: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: | Prof / Dr / Mr |
| Employer (If UoE, state): |  |
| Status @ UoE (if applies): | Staff / Student/ Visitor | Nationality: |  |
| School: |  | Work address: |  |
| Work Phone: |  |  |
| Work Email: |  |  |
| % to be donated |  |  |
| Donated by which inventors | All / List specific ones: |  |

1. **Description of invention**

Please attach a summary of the invention being disclosed. Include photographs, drawings, sketches or any other descriptive material. Please try to answer the following questions. (4.1) What problem does the invention solve? (4.2) Do similar inventions exist and if so, how does your invention differ? (4.3) What is the closest existing prior art that you can identify? Of yours? Of others? – attach manuscripts if available. (4.4) What data do you currently have to support the invention? (4.5) What funding is currently in place, and/or applied for (including timeframes), to further develop the invention?

NOTE: For Software, Antibodies, Cell lines and Animal Models instead of answering questions 4.1 to 4.5 above please get in touch with ERI and we will provide you with an alternative question set to this question 4 that we have compiled as being frequently required by potential commercialisation partners. Do though complete all of the other questions in this form.

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1. **Please indicate exactly where and when the invention was first conceived. If any inventive contributions were made by any inventor while they were not in the UK please state the exact circumstances.**

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| --- | --- | --- | --- |
| Date: |  | Place: |  |

1. **Funding sources**

Please list all sources of funding that have contributed to the invention.

*(Note that due to funder reporting requirements we cannot proceed to patent until this information is obtained)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Institute | Award Type | Title | Sponsors Award No. | University Grant Number |
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1. **Information on the intellectual property**

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| --- | --- | --- |
| **(A) PUBLIC DISCLOSURES*** 1. Has the invention or any part of it been disclosed in a publication, an abstract or a presentation? If yes, please attach a copy and write the date of the disclosure on the material.
 | Yes | No |
| * 1. Is there a draft manuscript detailing the invention? If yes, please attach a copy.
 | Yes | No |
| * 1. If yes to 7.2, has this been submitted to a journal or publisher? Please provide details of the publisher, dates of submission and whether or not the manuscript has been accepted for publication.
 | Yes | No |
| Journal name:  |  |
| Submission date:  |  |
| Outcome:  |  |
|  |  |  |
| **(B) MATERIALS*** 1. Have you supplied any material relating to the invention to anyone outside your research group? Please include researchers within the university as well as those at other institutes/ universities/ and companies.

 If yes, was the material transferred under a Material Transfer Agreement (MTA)?If appropriate, please supply MTA reference number(s). | YesYes | NoNo |
| * 1. Did you use any materials supplied by other researchers to make your invention?

If yes, were the materials supplied under an MTA?If appropriate, please supply MTA reference number(s). | YesYes | NoNo |
| **(C) RESEARCH TOOLS*** 1. In developing the invention have you made use of any research tools (such as: software design environments; gene editing platforms; image analysis tools (eg GFP) etc.), licensed process tools, that are restricted to research use only or otherwise may restrict the commercial exploitation of their outputs?

 If yes, were the research tools supplied to you under an MTA or other agreement?If appropriate, please supply MTA reference number(s). | Yes | No |
| **(D) COMMERCIAL INTEREST*** 1. Are you aware of any companies that might be interested in this invention?

If yes, please list names. | Yes | No |

1. **Signature of inventors** (to specify your agreement with the % revenue share stated on Page 1)

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Print Name |  | Signature |  | Date |
|  |  |  |  |  |
| Print Name |  | Signature |  | Date |
|  |  |  |  |  |
| Print Name |  | Signature |  | Date |

**Appendix 1: Guidance for completion of the University of Edinburgh’s Invention Disclosure Form**

**Question 2: Describing Inventors**

For all of the different types of intellectual property below, please list all the inventors, including any non-UoE collaborators. EI will then put in place appropriate IP exploitation and revenue sharing arrangements with the employers of these non-UoE collaborators.

1. Potentially Patentable Inventions

Inventorship is a matter of fact under patent law and needs to be determined as such. An inventor is the one with "intellectual domination" over the inventive process, and not merely one who assists in its reduction to practice. Since inventorship relates to the claims in a patent application, inventorship can change during the prosecution of a patent application as claims are deleted or amended.

"Joint inventors", or "co-inventors", exist when a patentable invention is the result of inventive work of more than one inventor. Joint inventors exist even where one inventor contributed a majority of the work.

1. Copyrighted works (e.g. software, literary works, teaching materials, musical compositions, drawings, photographs, etc)

Note: so as not to impede academic publication in scientific journals / books etc, in general the University waives its interest in copyright (other than software) in favour of the author(s), but in some circumstances can agree to assist in the exploitation of such IP.

Copyright may apply to a wide range of creative, intellectual, or artistic forms, or "works". Copyright does not cover ideas and information themselves, only the form or manner in which they are expressed. For example, the copyright to a Mickey Mouse cartoon restricts others from making copies of the cartoon or creating derivative based on Disney’s particular anthropomorphic, mouse, but does not prohibit the creation of other works about anthropomorphic mice in general, so long as they are different enough to not be judged copies of Disney's.

For Copyrighted works the “inventors” listed, should be ALL of those individuals who actually wrote the “works” i.e. the original author(s) of the “copyrightable expression” at the time that it is fixed in a tangible medium of expression.

1. Physical Materials (e.g. antibodies, cell lines, plasmids, chemical libraries, animal models, circuit / test boards, etc)

Physical materials take many forms, and when they are original and created within the University of Edinburgh, i.e. not progeny derived from a third party material, they are consider to be a type of proprietary intellectual property.

For physical materials the “inventors” listed, should be ALL of those individuals who actually contributed to the creation of the material.

**Question 3: Nominating other “non-inventor” contributors**

It is not necessary to define or nominate any other contributors. However given the fairly strict definition of inventors (particularly for patentable IP), sometimes, some or all of the inventors express a wish to “donate” a portion of their inventor’s share to other individuals who have contributed to the invention but not the original inventive concept. For example its reduction to practice and exemplification. By way of example, as a collective the inventors, the inventors can donate 5% of the inventive share to Joe Bloggs from the lab to recognise a considerable amount of routine lab work they undertook. Alternatively one inventor can make a personal decision to donate a portion of their share to Jane Doe without discussing this with, and/or obtaining the consent of, the other co-inventors. Contributors can also be collaborators in another (non-UoE) institution. In either circumstance, EI will put a separate donation letter in place with the contributor and/or their employer (as appropriate), to facilitate payments accordingly.

Please note, this provision is for contributors only. It cannot be used to donate a portion of the inventive share to family members or any other third party where it could be perceived (incorrectly or otherwise) that the donation was not entirely arms-length.

**Appendix 2: EI Internal Use Only**

**9 Summary of outcome of stage one diligence** (this question is to be completed by the EI member of staff (or “nominee” where appropriate) who has discussed the disclosure with the inventors and has thus taken responsibility to capture the details of the invention from the inventors)

Summarise the outcome of the initial diligence assessment including a statement (where known) on: (a) ownership, and any third party agreements that will be needed to obtain full exploitation rights for UoE (such as student assignations and inter-institutional agreements with collaborating Universities); (b) any potential restrictions on commercialisation such as (i) rights already granted to a third party; (ii) funders rights to approve / take over commercialisation; and (c) potential IP and/or commercial freedom to operate issues that require further exploration.

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Where possible, approximately indicate the “potentially addressable” market size and scope, in particular considering the context of any diligence issues that may need to be revisited and/or resolved, and providing some justification for the segment that is identified as addressable.

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| Print Name |  | Signature |  | Date |

In the case of nominees, provide full contact details of responsible person:

1. See completion notes in Appendix 1 for guidance on inventorship [↑](#footnote-ref-1)
2. Nationality is required by patenting authorities [↑](#footnote-ref-2)
3. The total inventive contribution must equal 100% and this should include any non-UoE inventors [↑](#footnote-ref-3)
4. See completion notes in Appendix 1 [↑](#footnote-ref-4)