

Check-List for Invention/IP Disclosure (Confidential)

(To be submitted by PIs/Inventors/Innovators to ITMUs/ZTMCs as Confidential Information)

(Note: Select information from this check-list may also be furnished as technology disclosure to the interested commercial entities who shall sign a confidentiality agreement with ICAR/ institution)

File No. _____

1. **Title of invention.** The title should describe what the invention does but not how it is made or how it works.
2. **Patent/IP search report.** A report of the Patent Search carried out in common, free patent search engines for granted patents in USA (USPTO web site; <http://www.uspto.gov/>), Europe/World (EPO web site; <http://www.espacenet.com/>), etc., including the PCT Applications (WO).
 - i. **Search Terms.** A short list of words, phases and/or categories should be provided that may help in making internet searches related to the invention/innovation.
3. **Brief overview of the invention (3 to 4 paragraphs).**
 - i. Provide a short, general overview of the invention including what it does in such a manner that a lay person would understand.
 - ii. What is the purpose of invention e.g. what problems does it solve?
 - iii. Is it a new product, process or composition of matter or is it an improvement over an existing product, process or composition of matter?
 - iv. What are the features and benefit of the invention?
4. **Technical description, details and supporting data.** Provide results, data or other indicative evidence that may explain how the invention works. Attach any papers or visual material that may be already available, whether published or unpublished.
5. **Prior Methods, apparatus, developments and publications.**
 - i. Provide description of the closest known methods/processes or apparatus/substances in existence along with disadvantages or problems of each of these methods/processes/ apparatus/ substances that are solved by the application of the present invention.
 - ii. Cite publications and patents, whether own or those of any one else, that may disclose the ideas/events/products closely related to the invention. e.g. most similar variety(ies) in case of PVP. (Attach all relevant papers, patents, advertisements etc. if available).
6. **Stage of development (2-3 paragraphs).** Describe the development status (whether it is at 'concept only' stage or it is already 'laboratory tested', or 'prototype', etc.). Also briefly indicate what further development would be necessary to commercialize it.
7. **Potential licensees.** Mention enterprises/companies that you think could benefit from the use this invention for commercial purposes.
8. **Publications/presentations/other forms of public communication.** Identify past and future seminars, talks, abstracts, publications and web postings that would be describing the invention.

Type of disclosure (Publications, Seminar, etc)	Dates (s)

9. **Dates of conception and reduction to practice.** Describe the circumstances and dates surrounding development of the invention. The dates must be well documented so that any challenge to patent, if ever, shall be met. In this context, conception is the formulation in the mind of the PI/inventors of the ultimate working invention. Reduction to practice can be accomplished either actually or constructively.

Is the date for the following documented in writing? If so, where?	0.3937 in	Date
Conception of invention		
First reduction to practice		

10. **Sponsorships.** Mention/identify all grants, contracts and other sources of funds contributing to research that led to the invention.

Agency or sponsor	Grant/contract	File No. /Subject

11. **Other agreements and interactions.**

- i. Mention/Identify any agreements or interactions that have been/may have been entered into, which relate/could relate to the invention and might grant rights to an enterprise/ company/ any other party outside the ICAR.
- ii. Provide the details of MTA entered into or other agreement/consent details if the invention is based on any material(s) obtained from another institution/ organization/company.
- iii. Did you transfer to any researcher outside of your institution any new materials (DNA, peptides, cell lines, vectors, catalysts, alloys, etc.) related to the invention? Provide the details.
- iv. Is there any other group, lab or researcher in the institution or in any other institution of ICAR or outside ICAR using your invention in their research programme? If so provide the details.

12. **Inventors.** Provide list of all those individuals who helped/contributed to the conception of the ultimate working invention. The people you include ultimately may or may not be legal inventors, Please place an asterisk (*) next to the name of the inventor to whom correspondence should be sent. If any person holds a sole or joint appointment with any other university, company or government agency, please note that fact.

Name of helping/ contributing individual	Whether recognizing as Inventor or Not (Yes/ No)	Name of any other institution/ university/ organization/ company to which affiliated (also affiliated)	Name & Signatures along with Date, of the Inventors	Name & Signatures along with Date, of the Unit/Division Heads of the Inventors

13. **Declaration of Field Worthiness of Technologies/ Products/ Substances/ Processes.** Where needed, Director of concerned ICAR institution shall sign the declaration, stating that the technology/ product/substance/process is field worthy for the purpose of obtaining IPR and for commercial use.