



Confidential

## TRENT UNIVERSITY INVENTION DISCLOSURE FORM

### Office of Research and Innovation

The purpose of this form is to identify intellectual property created in whole or in part by members of the Trent University community (including although not limited to students, staff and faculty members, research and teaching assistants, visiting and/or post-doctoral scholars). Whether commercializable or not, it is in the general interest of promoting research that completed disclosure forms will benefit students, researchers and Trent University.

Intellectual property is a form of creative endeavor that **can** be protected through a trade-mark, patent, copyright, industrial design or integrated circuit topography. While inventions should be disclosed, at Trent, not all copyrightable materials are subject to disclosure. Nevertheless, computer programmes and multimedia instructional materials should be brought to the attention of the University via this form.

Members of the Trent University Faculty Association (TUFA) should refer to "Intellectual Property and Copyright," chapter VI of their collective agreement for further information on their rights and responsibilities in the management of intellectual property at Trent. Graduate students are encouraged to direct inquiries to the Manager, Corporate Research Partnerships in the Office of Research and/or to refer to the GSA handbook for information about their role in the creative endeavor.

Completed disclosure forms should be submitted to the Manager, Corporate Research Partnerships. Details in these forms shall be treated as confidential and referred to the University's Intellectual Property and Copyright Committee and the Grievance process as appropriate. Only an annual report of aggregate disclosure data will be submitted to the University Senate via the Research Policy Committee.

The Manager, Corporate Research Partnerships acts as a resource person to support researchers, inventors and creators in the promotion and protection of intellectual property at all stages of innovation. Should you require assistance with this form or other aspects of intellectual property management, protection or promotion, please contact:

John Knight  
Office of Research  
Trent University  
Tel: 705 748-1011 ext. 7374  
Fax: 705 748-1587  
[Email: johnknight@trentu.ca](mailto:johnknight@trentu.ca)

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**Name of Disclosed Invention:** \_\_\_\_\_

**List of Inventors**

To be an inventor, a person must have made an intellectual contribution to the original concept (*i.e.* brain power) and hence might legally make an ownership claim on the invention. By signing as an inventor you agree to having:

1. reviewed the completed form and agreed to its content.
2. contributed intellectually to the invention.
3. identified all the associated inventors.

Surname	Given Names	Citizenship
University Department	University Affiliation	Office Phone
Fax No.	E-mail	
Home Address	Country	
Signature		

Surname	Given Names	Citizenship
University Department	University Affiliation	Office Phone
Fax No.	E-mail	
Home Address	Country	
Signature		

Surname	Given Names	Citizenship
University Department	University Affiliation	Office Phone
Fax No.	E-mail	
Home Address	Country	
Signature		

Attach pages indicating additional inventors if necessary....

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**NATURE OF INNOVATION AND BRIEF DESCRIPTION:** Innovation refers to something new and useful that has been conceived, designed or developed. Provide information about the originating idea/concept and describe the resulting tool or technology. Identify particular features of your invention believed to be novel or unique and/or problems that it will address. Sketches, drawings, photographs etc. and any pertinent information that may help to explain the ideas can be attached to this disclosure. Each additional sheet should be signed and dated.

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**DATE OF CONCEPTION:** When did you begin researching this concept and how would you characterize the nature of the work you have done to bring it to fruition (*i.e.* full-time, part-time, summers, as part of a teaching exercise, other).

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**PUBLIC DISCLOSURE:** Has any aspect of this invention been presented, publicly disclosed, offered for sale, or published (even if in a thesis, scientific meeting, poster session, public seminar, or electronically on the Internet, including via e-mail)?

☐ Yes ☐ No

If yes, please identify and list dates:

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Do you have plans or present commitments to publish, sell, disclose or otherwise disseminate any aspect of this invention in the future? If so, please identify: format(s), where, to whom and when?

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**RESEARCH SUPPORT:**

Were external funds used in making the invention?

☐ Yes ☐ No

If yes, identify the source of funding and any obligations creators may have to these sponsors:

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Have you used any University facilities, funds or personnel in the development of your intellectual property that would not be considered normal use of academic facilities?

☐ Yes ☐ No

If yes, please identify:

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