



**Office of Research and
Innovation**

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**Trent University
Invention Disclosure
Form**

February, 2016

Confidential

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 postdoctoral 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:

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TRENT UNIVERSITY INVENTION DISCLOSURE FORM

Name of the Invention: _____

List of Inventions:

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 Name: _____ Citizenship: _____

Email: _____ Phone #: _____ Fax Number: _____

University Affiliation: _____ University Department: _____

Address: _____ Country: _____

Signature: _____

Surname: _____ Given Name: _____ Citizenship: _____

Email: _____ Phone #: _____ Fax Number: _____

University Affiliation: _____ University Department: _____

Address: _____ Country: _____

Signature: _____

Surname: _____ Given Name: _____ Citizenship: _____

Email: _____ Phone #: _____ Fax Number: _____

University Affiliation: _____ University Department: _____

Address: _____ Country: _____

Signature: _____

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TRENT UNIVERSITY INVENTION DISCLOSURE FORM

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.

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).

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:

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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TRENT UNIVERSITY INVENTION DISCLOSURE FORM

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:

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: