



KWAME NKUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY
INTELLECTUAL PROPERTY UNIT, KNUST (IPUK)
OFFICE OF GRANT AND RESEARCH

DRAFT

GUIDELINES FOR FILLING THE INVENTION DISCLOSURE FORM

The initial official record of an invention¹ is the Invention Disclosure Form.

The primary objective of the Invention Disclosure Form is to collect the data needed to assess your invention's patentability and commercial potential. It acts as a legal record of the invention's inception date and also provides background and technical data for developing a patent application.

Return the original Disclosure Form **SIGNED BY ALL INVENTORS** along with any supporting documentation to IPTTUK and send copies to each Inventor.

The IP Committee will analyse the disclosure and contact the inventors to acquire a better understanding of the invention and determine the next steps after receiving the completed disclosure form.

When completed, the Invention Disclosure Form should be handled as confidential and proprietary information.

For questions or clarifications concerning this form, please contact us on (+233) 03220 62184 / 85 at the **Office of Grants and Research** or via email at **ipuk@knust.edu.gh**

Do not make completing the form a barrier to disclosing your Invention

USE THE FOLLOWING GUIDELINES WHEN FILLING OUT THE FORM:

1. Title of Invention

The title should describe what the Invention does, but not how it is made or how it works. Eg, *Material, Method, Peptide, Vector, Gene Sequencing, Process, Technology, Device, Apparatus, Development*. (Exclude non-patentable² invention)

2. SECTION A: Personal Details of Inventor

- Make a list of everyone who contributed to the development of the ultimate working invention. The people you include may or may not be legal inventors in the end.
- Please put an asterisk (*) next to the name of the inventor who should receive correspondence.
- Let us know if somebody has a solitary or joint appointment with another university, company, or government organization.
- Please ensure that you include names, contact details, and thesis titles of any students who have worked on any aspect of the project.

SECTION B: INVENTION DISCLOSURE

3. State the current stage of your invention

Describe the current stage of development (concept only, laboratory testing, prototype, etc.) and suggest what additional work may be required to prove concepts, create a viable product, or sell your invention.

4. What problem does the invention solve?

- Give a brief general layperson's overview of the invention and how it works.
- What is the purpose of the Invention? For example, “What problem does it solve?” or “What benefit does it provide?”
- Is it a new product, process, or composition of matter? Or is it a new use for or improvement to an existing product, process, or composition of matter?
- What are the features and benefits of the Invention?

5. Provide full technical details or description of the invention (Please attach drawings as appropriate)

- Provide results, data, or other evidence demonstrating that the Invention works and how it works.
- Kindly attach drawings as appropriate

¹“Invention” shall include any discovery, intention, process, the composition of matter, article of manufacture, know-how, design, model, technological development, biological material, strain, variety, the culture of the organism, or portion, modification, translation, or extension of these items, and any mark used in connection with these items.

6. In which way does the invention differ from other similar inventions? If possible, state other inventions which are similar in nature.

Cite any publications and patents that might be closely related to the invention (method, technology, or device). Patent documents can be accessed from the under-listed or other patent databases. • Patent Scope: <http://www.wipo.int/patentscope/en/>

- Google Patent: <http://www.google.com/patents/>
- Espacenet: <http://worldwide.espacenet.com/>
- IPUK uses the Internet as a search tool when searching Patent databases for similar inventions and markets. To make our searches efficient, please provide a shortlist of words, common industry phrases, and/or categories.

7. Has any aspect of the invention been published in a publication, abstract, public presentation, conference, poster etc.?

Please list all previous and upcoming seminars, lectures, abstracts, publications, and web postings that describe the invention.

These factors may have an impact on the extent of patent protection and the time required to file a patent. Disclosure to others is defined as the oral, written, or electronic transmission of the invention to a person outside the University.

EXTERNAL SUPPORT

8. Has the invention received any financial and/or in-kind support from an external third party?

If YES, identify all grants, contracts, and other funding sources that contributed to the invention's research. All agencies that you would credit in a publication should be listed.

9. As far as you know, does the funding agency/company have any claims to ownership of the invention? If yes, please indicate the nature of these commitments.

Identify any agreements or interactions that you have entered into that are related to the Invention and might grant rights to a company or other party outside of the University (material transfer agreements, commercially sponsored research agreements, consortia agreements, consulting agreements, non-disclosure agreement, etc.)

OTHER SUPPORT

10. Please give details of any other assistance received, including finance, collaborative resources, equipment, in-kind services, special materials and/or know-how.

² Patent Act, 2003 (ACT 657) Section 2

Things to be observed by the Inventor/Principal Investigator

- Keep good laboratory records
- Use permanently bound notebooks
- Make legible and complete entries
- Record the date and initials/names of the contributor on each page including sketches, photos, or other additions.
- Use a new page for new experiments.
- Use a diagonal line to mark out blank portions of pages.
- If you make an error in the entry, draw a single line through with an initial and date. Don't erase or completely cross it out.
- Record all observations, even if the significance is not known.
- Record any thoughts on future experiments that should be done.
- Promptly disclose an invention to IPTTUK by filling the Invention Disclosure forms.
- Prior to submitting a patent application, avoid a premature public disclosure³ of the invention that could jeopardize its patentability.
- Where there is the need to disclose research findings in fulfilment of research contracts/agreements, the researcher may do so under the terms of a Non-Disclosure Agreement or a Confidentiality Agreement. Kindly contact our office for such support.
- Keep accurate and valid records of all documents required for determining the invention's originality.
- Provide assistance as needed before, during, and after the process of intellectual property protection and technology transfer.
- Promptly disclose all potential conflicts of interest in relation to the invention.

³Public disclosure can include but is not limited to: abstracts, publications, presentations, poster sessions, shelving of theses, and even informal discussions