# Invention Disclosure Form

**About this template:**

* The WA Government IP Policy does not contain any prescribed requirements with respect to the disclosure of inventions by public sector employees.
* This template outlines key information for inclusion in an invention disclosure form. The template draws on information from the Commonwealth of Australia (2012) *Australian Government Intellectual Property Manual* and a scan of invention disclosure forms used by Australian Universities.
* WA Government agencies are encouraged to customise the template to reflect their own policies, procedures and terminologies.

**ABOUT THIS FORM**

Use this form to identify and provide information about inventions developed by employees of **[insert agency name]** using its resources that may be of significant value or have commercialisation potential.

* + 1. **BUSINESS UNIT ORIGINATING INVENTION**

Please provide details of the work area where the invention was developed and contact details for the person submitting this form.

|  |  |
| --- | --- |
| **Division / Department name:** |  |
| **Work Unit / Team / Branch:** |  |
| **Name:** |  |
| **Position:** |  |
| **Contact details:** | Telephone:  |  |
|  | Email: |  |
| **Date of submission:** |  |

* + 1. **INVENTION DETAILS**

Please provide comprehensive details about the invention. You may wish to attach supporting information about the invention including drawings, photos, specifications or experimental data demonstrating results of invention.

**Invention title:**

|  |
| --- |
|  |

**What does the invention relate to:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Method | [ ]  Device | [ ]  Process | [ ]  Material | [ ]  Design |
| [ ]  Circuit | [ ]  Algorithm | [ ]  Software | [ ]  Creative work |  |

**Description of invention:**

|  |
| --- |
|  |

**What is new or innovative about the invention?**

|  |
| --- |
|  |

**Benefits of the invention:**

|  |
| --- |
| **What problem does the invention solve?** |
|  |
| **Are you aware of any existing, similar or related products that address or seek to address this problem?** |
| [ ]  Yes | [ ]  No | [ ]  Unsure |
| **If so, does the invention provide an advantage or alternative approach to existing or similar products?** |
| [ ]  Yes | [ ]  No | [ ]  Unsure |
| **Please outline the advantages of the invention (compared to existing or similar products):** |
|  |

**Are there any limitations to the invention?** *For example technical risks, market risks.*

[ ]  Yes [ ]  No [ ]  Unsure

**If yes, please outline these limitations and what could be done to overcome the issues:**

|  |
| --- |
|  |

**Development stage of invention:**

What is the current status of the invention?

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Idea / concept | [ ]  Animal / lab models | [ ]  Industrial prototype | [ ]  Product |
| [ ]  Preliminary results | [ ]  Bench prototype | [ ]  Clinical / field trials | [ ]  Other |
| If other, please provide details: |  |

* + 1. **COMMERCIAL POTENTIAL**

**What are the potential commercial applications of the invention?**

|  |
| --- |
|  |

**Are you aware of any existing companies or third parties offering a similar product to the market?**

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | [ ]  No | [ ]  Unsure |
| **Competitor** | **Product details** |
|  |  |
|  |  |
|  |  |

**Have you been approached by any third parties regarding this invention?**

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | [ ]  No | [ ]  Unsure |
| **Contact name** | **Nature of engagement** | **Contact details** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **FUNDING AND MATERIALS**

Please provide information about any funding or materials involved in the development of the invention and any agreements in place with respect to IP ownership or rights.

**Was the research leading to the development of the invention funded (wholly or in part) by an external party?**

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | [ ]  No | [ ]  Unsure |

 **Details of financial support and funding arrangements:**

| **Name of grant / funding organisation** | **Funding title / reference** | **Other parties involved** | **Approximate date funding awarded** | **Supporting documents attached** |
| --- | --- | --- | --- | --- |
|  |  |  |  | [ ]  |
|  |  |  |  | [ ]  |
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|  |  |  |  | [ ]  |
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**Was any background IP, data, software or materials from a third party use to develop the invention?**

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | [ ]  No | [ ]  Unsure |

**Details of any resources, data or materials used:**

| **Name of organisation providing materials** | **Description of materials** | **Date materials provided** | **Agreement in place to use materials?** | **Supporting documents attached** |
| --- | --- | --- | --- | --- |
|  |  |  | [ ]  Yes [ ]  No | [ ]  |
|  |  |  | [ ]  Yes [ ]  No | [ ]  |
|  |  |  | [ ]  Yes [ ]  No | [ ]  |
|  |  |  | [ ]  Yes [ ]  No | [ ]  |
|  |  |  | [ ]  Yes [ ]  No | [ ]  |

1. **PUBLIC DISCLOSURE**

Please provide details of any information about the invention that has been publicly disclosed. This can include:

* Speaking about the research or invention at a conference.
* Publishing information about the research or invention.
* Discussing the research or invention with external parties (with or without a non-disclosure or confidentiality agreement in place).
* Provision of information about the research or invention in funding submissions or reports.

**Have any details about the research or invention been publicly disclosed?**

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | [ ]  No | [ ]  Unsure |

**Details of any public disclosures about the invention:**

| **Description of disclosure** *Type of disclosure & information provided about invention* | **Date of disclosure** | **Supporting documents attached** |
| --- | --- | --- |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |

**Are there any plans to publicly disclose any details about the research or invention in the future?**

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | [ ]  No | [ ]  Unsure |

**Details of any intended or proposed publication plans:**

Please provide details about any anticipated public disclosures related to the research or invention.

| **Description of proposed disclosure** *Type of disclosure & information provided about invention* | **Anticipated disclosure date** | **Supporting documents attached** |
| --- | --- | --- |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |

1. **FOR PATENTABLE INVENTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Consideration** | **Yes** | **No** | **Unsure** |
| Have strict recording and reporting procedures been used in the course of the research / development of invention? * For example certified laboratory notebooks.
 | [ ]  | [ ]  | [ ]  |
| Can you demonstrate the time period in which the IP was developed?* For example through laboratory notebooks, confidentiality and non-disclosure agreements or other appropriate documentation.
* This may be required to establish first-to-invent status.
 | [ ]  | [ ]  | [ ]  |
| Has the IP been disclosed in any forms that is not subject to confidentiality/non-disclosure agreements? | [ ]  | [ ]  | [ ]  |
| Have any literature or patent searches been conducted? * For example, IP Australia, US Patent and Trademark Office, European Patent Office, World Intellectual Property Organisation

If yes, please complete the next table below. | [ ]  | [ ]  | [ ]  |
| Has a provisional patent been applied for?* If so, please attach details including fees paid or due for payment.
 | [ ]  | [ ]  | [ ]  |
| Have any patents been granted?* If so, please attach details of the patents.
 | [ ]  | [ ]  | [ ]  |

**Details of any known research or literature dealing with similar matters to the invention:**

| **Title and description of research** | **Publication date** | **Supporting documents attached** |
| --- | --- | --- |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |

**Details of any similar patents identified:**

| **Database** | **Patent or application number** | **Invention title** | **Filing date** | **Current status** | **Supporting documents attached** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | [ ]  |
|  |  |  |  |  | [ ]  |
|  |  |  |  |  | [ ]  |

1. **INVENTORS AND CONTRIBUTORS**

Please identify all individuals who have contributed to the development of the invention.

|  |  |
| --- | --- |
| **Full name:** |  |
| **Employer:** |  |
| **Position details:** |  |
| **Contact details:** | Telephone: |  | Email: |  |
| Address: |  |
| **Inventor or contributor:** | [ ]  Inventor | [ ]  Contributor | [ ]  Unsure |
| **Brief description of contribution or involvement:** |  |

|  |  |
| --- | --- |
| **Full name:** |  |
| **Employer:** |  |
| **Position details:** |  |
| **Contact details:** | Telephone: |  | Email: |  |
| Address: |  |
| **Inventor or contributor:** | [ ]  Inventor | [ ]  Contributor | [ ]  Unsure |
| **Brief description of contribution or involvement:** |  |

|  |  |
| --- | --- |
| **Full name:** |  |
| **Employer:** |  |
| **Position details:** |  |
| **Contact details:** | Telephone: |  | Email: |  |
| Address: |  |
| **Inventor or contributor:** | [ ]  Inventor | [ ]  Contributor | [ ]  Unsure |
| **Brief description of contribution or involvement:** |  |

**HOW TO SUBMIT THIS FORM**

Please email your completed form and any supporting documents to **[insert name of business unit]** via **[insert email address]**.

**[Insert information explaining how agency will action form once submitted]**.