**INVENTION DISCLOSURE FORM**

The Ateneo Intellectual Property Office (AIPO) is authorized to: (1) have records of an invention’s conception date; (2) have access to relevant details and information pertaining to a particular invention; (3) reproduce copies of this form for evaluation purposes; and (4) evaluate and protect an invention **upon submission of this form**. For Ateneo-owned IP, the AIPO is authorized to commercialize the disclosed invention. Kindly refer to the **University IP Policy of 2019** on the matter of IP ownership. Our office may schedule a meeting with the inventor/s to discuss details regarding the invention and clarify information contained in this invention disclosure form (IDF) and other submitted documents. Subsequently, the patentability and commercial viability of the disclosed invention will be determined and evaluated by the AIPO.

All previous, current, and future staff of the AIPO are bound to confidentiality of all disclosed information by non-disclosure agreements. In cases wherein the AIPO may have to give information contained in the disclosure to another party for evaluation and patent application purposes, the AIPO will undertake the same confidentiality agreement with the receiving party.

It shall be understood that “invention evaluation” pertains to the actions the AIPO has taken to evaluate the patentability and commercial viability of the disclosed invention. The entire steps and processes related to the filing of patent applications which include but are not limited to prior art searches and patent drafting shall be referred to as “patent application”.

For inquiries and further clarifications regarding the University’s intellectual property policy and procedures, please visit our office at PLDT-CTC Building, Room 213, Ateneo de Manila University or call us at 8426-6001 loc. 5679. Or send us an email at [aipo@ateneo.edu](mailto:aipo@ateneo.edu).

Thank you!

I.P. I.D. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be filled out by AIPO personnel:

Invention Class

[ ] a useful machine [ ] an improvement of any of the foregoing

[ ] a product [ ] organism

[ ] a process (i.e. chemical, mechanical, biological, etc.)

SECTION 1: Invention Title

(*Please provide a short title for your invention. This should clearly, concisely and as specifically as possible indicate the subject to which the invention relates. Avoid using personal names, fancy names, trade names, trademarks or abbreviations or terms such as “etc.” which do not serve to identify the invention. Check what class your invention belongs to*)

SECTION 2: Invention Description

(*Please provide a brief summary of the invention below including a description of the function and purpose of the invention. In addition to the summary provided below, please attach supplemental materials describing the construction or composition of the invention including diagrams and drawings as they are necessary to understand the invention and any available experimental data. The supplemental information should be clear enough that another party skilled in your technical field could recreate the invention with a reasonable level of experimentation. Attach additional sheets if necessary.*)

(*attach drawings/diagrams here if any*)

SECTION 3: Search Keywords

(*Please provide a maximum of 10 keywords, synonyms, or commonly used industrial phrases that pertain to your invention to guide us in conducting a prior art search.*)

SECTION 4: Prior Art

(*Please provide any available information on other known technologies that satisfy similar objectives as this technology. Discuss the advantages of this technology over others. Include descriptions of competing technologies and references to web sites, articles, or patents that you are aware of. Attach additional sheets if necessary.*)

Was this invention conceived or reduced to practice as a result of sponsored research?

[ ] YES; please provide information on all related contracts:

SECTION 5: Source of Support

Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] NO; how was the work funded?

Did you use any material obtained from another party in developing this technology?

[ ] YES [ ] NO

If YES, please list sources (*attach copies of material transfer agreements if applicable*):

SECTION 6: Invention History

Conception of Invention Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First sketches, drawings, or descriptions Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First oral disclosures in an open setting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First disclosure outside of Ateneo de Manila Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has a model or prototype been made?

[ ] YES Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] NO

Is a publication or other public disclosure planned within 6 months?

[ ] YES Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] NO

What are the possible applications for the invention? (*It does not have to be in-depth unless a commercial study was done.)*

SECTION 7: Commercial Potential

Indicate the development status of your invention:

[ ] Concept Only [ ] Testing Conducted

[ ] Prototype Available [ ] Market-Ready Product

Is work on the invention continuing? [ ] YES [ ] NO

Have you been in contact with or do you know of any appropriate industrial companies that may be interested in licensing this technology? (Please use additional sheet if necessary)

|  |  |  |
| --- | --- | --- |
| COMPANY NAME | CONTACT PERSON | CONTACT INFORMATION |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

By accomplishing and submitting this invention disclosure form, I/We hereby:

SECTION 8: Inventor Identification

(*Please attach additional copies of this sheet for multiple contributors to the invention.*)

1. Attest that all statements and information provided in this form are true and complete to the best of my/our knowledge;
2. Agree to provide the AIPO with additional information and documents it requires;
3. Consent to the necessary steps the AIPO may deem necessary to take in evaluating, filling, and protecting the disclosure; and
4. Agree that I/we am/are bound to comply with the policies and regulations as stipulated in the **University IP Policy of 2019**.
5. Agree that I have read this invention disclosure form and understand its subject matter in its entirety.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Undergraduate Student

[ ] Graduate Student

[ ] Faculty

[ ] Staff

[ ] Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percent contribution to invention: \_\_\_\_\_\_\_\_\_%

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phone No.: |  |  | Signature: |  |
| E-mail Address: |  |  | Date: |  |
| Home Address: |  |  |  |  |

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Undergraduate Student

[ ] Graduate Student

[ ] Faculty

[ ] Staff

[ ] Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percent contribution to invention: \_\_\_\_\_\_\_\_\_%

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phone No.: |  |  | Signature: |  |
| E-mail Address: |  |  | Date: |  |
| Home Address: |  |  |  |  |