

**COMPLETING AN INVENTION DISCLOSURE FORM**

An Invention Disclosure Form provides key information that is used by patent attorneys to draft and apply for a patent application.

This page provides information as background to completing the form and if you have any additional questions regarding completion of the form, please contact Philip.Hoekstra@uct.ac.za (021 650 2609) or Wasiu.Afolabi@uct.ac.za (021 650 3076).

**Public Disclosure**

Public disclosure occurs through oral presentation at meetings at which the audience is not solely comprised of UCT Staff and Students, all forms of publication no matter how informal (abstracts, posters, non-accredited journals) as well as by SUBMITTING A THESIS for examination. Special provisions exist, however, for maintaining theses confidential for a period, or a Non-Disclosure Agreement can be put in place by RC&I with external parties.

**Inventors Guide**

An Inventors Guide, which provides details of the patenting process as well as commercialisation of IP and benefit share to inventors can be downloaded here:

<http://www.rci.uct.ac.za/sites/default/files/image_tool/images/100/IP/InventorsGuide2015.pdf>

**Inventors and Enablers**

An “Inventor” must contribute to the inventive step that resulted in the invention. An Enabler is not involved in the inventive step, but may have done significant work, as directed by the inventors to prove the concept. Inventors may wish identified Enablers to share in any royalty income accruing to the Inventors and this is recorded in the benefit share table. Additional information regarding how to determine inventorship can be obtained by contacting RC&I.

**Personal Details**

**NB**. **Full names and your home address details are required by the Patent Office.**

In terms of the requirements of the Protection of Personal Information Act (POPIA), you are hereby notified that UCT will retain the personal information in the following tables (for inventors and enablers) in its patent case files and on the electronic *Inteum* IP Management database for as long as a case remains active and until abandoned cases are destroyed. Certain information is required for transformation reporting.

The details below will also be transmitted to the firm of Patent Attorneys and their foreign Associates, who are appointed by UCT to act on behalf of the university. Full names and personal residential addresses are required by the various patent offices in which patent applications may be filed. In certain cases, the patents are published with your full names and residential address as well as your nationality.

Personal details are also submitted to National IP Management Office (NIPMO) in terms of the IPR Act as well as to the Department of Higher Education and Training (DHET) who record IP and Creative Outputs.

By submitting this form to RC&I permission is deemed to have been granted by you for the use of your personal information for these purposes by each individual whose details appear below.

If you leave UCT, please keep our office updated regarding your contact details so that we can contact you for the payment of any royalty income accruing to the inventors.



No. 2021/

Private Bag X3 ∙ Rondebosch ∙ 7701 ∙ South Africa ∙ 2 Rhodes Avenue ∙ Mowbray ∙ 7700 ∙ South Africa

 Tel: +27 (0)21 650 2425 ∙ Fax: +27 (0)21 650 5778 ∙ Web: [www.rcips.uct.ac.za](http://www.rcips.uct.ac.za)

 **Direct questions to:** Philip.Hoekstra@uct.ac.za Tel: 021 650 2609 or Wasiu.Afolabi@uct.ac.za 021 650 3076

**Intellectual Property Disclosure Form**

**PLEASE SUBMIT THE FORM IN WORD FORMAT ELECTRONICALLY TO:** ip@uct.ac.za

|  |  |
| --- | --- |
| **Date Submitted** | Click or tap to enter a date. |
| **Short Invention Title** |  |
| **Contact/ Lead Inventor** |  |
| **Do any of the inventors work in an MRC-funded Group/Unit/Centre?** | Choose an item. |
| **Invention Summary****(What is your invention and what does it do? Mention its potential commercial or societal value and the products or services that a company may develop based on the technology. Briefly 1 or 2 paragraphs.)** |  |

**Please refer to the cover page (Completing an Invention Disclosure Form) for important information regarding POPIA and how your information will be used.**

**Inventors**

(Include Inventors from other Institutions – note their affiliation in Department and Group/Unit field.Please add additional tables for Inventors as necessary)

***Note to existing Inventors – Please only complete your name and update any personal details that may have changed since your last disclosure.***

|  |  |
| --- | --- |
| **FULL** names [Annotate your full name including middle name as per your ID document/Birth certificate] |  |
| **Date of Birth** | Click or tap to enter a date. |
| **Title [Mr/Ms/Prof/Dr]** | Choose an item. |
| **Gender** | Choose an item. |
| **Race** | Choose an item. |
| **Disability** | Choose an item. |
| **Country of Birth** |  |
| **Department & Unit/Group [External Inventors – Record your institution’s details]** |  |
| **Faculty** |  |
| **Staff or Student Number** |  |
| **Position (e.g. lecturer, HOD, postdoc, etc.)** |  |
| **Tel no.**  |  |
| **Cell no.**  |  |
| **Email address** |  |
| **Residential Address** |  |
| **Postal address & code if external, or UCT internal mail delivery address.** |  |
| **SA Residency Status** | Choose an item. |
| **Employment Status** | Choose an item. |
| **Highest Qualification** | Choose an item. |

|  |  |
| --- | --- |
| **FULL** names [Annotate your full name including middle name as per your ID document/Birth certificate] |  |
| **Date of Birth** | Click or tap to enter a date. |
| **Title [Mr/Ms/Prof/Dr]** | Choose an item. |
| **Gender** | Choose an item. |
| **Race** | Choose an item. |
| **Disability** | Choose an item. |
| **Country of Birth** |  |
| **Department & Unit/Group [External Inventors – Record your institution’s details]** |  |
| **Faculty** |  |
| **Staff or Student Number** |  |
| **Position (e.g. lecturer, HOD, postdoc, etc.)** |  |
| **Tel no.**  |  |
| **Cell no.**  |  |
| **Email address** |  |
| **Residential Address** |  |
| **Postal address & code if external, or UCT internal mail delivery address.** |  |
| **SA Residency Status** | Choose an item. |
| **Employment Status** | Choose an item. |
| **Highest Qualification** | Choose an item. |

**Enabler/s**

(Only the details of enablers who the inventors have decided should receive a share in future royalty income should be provided in the following tables – add additional tables if necessary.)

The enablers’ details will not be disclosed on the patent publication.

|  |  |
| --- | --- |
| **FULL** names [Annotate your full name including middle name as per your ID document/Birth certificate] |  |
| **Date of Birth** | Click or tap to enter a date. |
| **Title [Mr/Ms/Prof/Dr]** | Choose an item. |
| **Gender** | Choose an item. |
| **Race** | Choose an item. |
| **Disability** | Choose an item. |
| **Country of Birth** |  |
| **Department & Unit/Group [External Inventors – Record your institution’s details]** |  |
| **Faculty** |  |
| **Staff or Student Number** |  |
| **Position (e.g. lecturer, HOD, postdoc, etc.)** |  |
| **Tel no.**  |  |
| **Cell no.**  |  |
| **Email address** |  |
| **Residential Address** |  |
| **Postal address & code if external, or UCT internal mail delivery address.** |  |
| **SA Residency Status** | Choose an item. |
| **Employment Status** | Choose an item. |
| **Highest Qualification** | Choose an item. |

|  |  |
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| **Date of Birth** | Click or tap to enter a date. |
| **Title [Mr/Ms/Prof/Dr]** | Choose an item. |
| **Gender** | Choose an item. |
| **Race** | Choose an item. |
| **Disability** | Choose an item. |
| **Country of Birth** |  |
| **Department & Unit/Group [External Inventors – Record your institution’s details]** |  |
| **Faculty** |  |
| **Staff or Student Number** |  |
| **Position (e.g. lecturer, HOD, postdoc, etc.)** |  |
| **Tel no.**  |  |
| **Cell no.**  |  |
| **Email address** |  |
| **Residential Address** |  |
| **Postal address & code if external, or UCT internal mail delivery address.** |  |
| **SA Residency Status** | Choose an item. |
| **Employment Status** | Choose an item. |
| **Highest Qualification** | Choose an item. |

**Note UCT inventors should record “UCT” in the Institution column.**

*Add more rows if necessary.*

**Share in Intellectual Property Creation**

|  |  |  |
| --- | --- | --- |
| **Inventor Name** | **Institution / Company / Private** | **% Share[[1]](#footnote-1)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | **100** |

**Benefit Share**

(Note enablers’ names do not appear on the patent – **Patent Attorneys please disregard table below**)

If there are no enablers, the shares in the table above will be used to apportion any revenue from successful commercialisation and the table below can be left blank.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Inventor / Enabler** | **Institution / Company / Private** | **% Benefit Share[[2]](#footnote-2)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | **100** |

**Public Disclosure**

(e.g. via a conference presentation, publication of paper, thesis submission, dissertation)

|  |  |
| --- | --- |
| **Has the invention been disclosed publicly?** | Yes [ ]  Date Click or tap to enter a date.No [ ]  |
| **Is any public disclosure planned?** | Yes [ ]  Date Click or tap to enter a date.No [ ]  |
| **Nature of Public Disclosures** |
|  | **Date Disclosed** | **Date Planned** | **Comments** |
| **Journal Articles** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Conference Papers** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Abstracts** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Presentations** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Posters** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Grant/Funding****Proposals** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Potential Funder/ Commercial Partner** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Academic Collaborator** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Thesis/ Dissertations** | Click or tap to enter a date. | Click or tap to enter a date. |  |
| **Other** | Click or tap to enter a date. | Click or tap to enter a date. |  |

**Full Technical Description**

*Provide a FULL technical description of your invention (nature, purpose and operation) with sufficient detail that would enable a skilled person to replicate your invention. Experimental results, or details of prototypes, should be included where available. This section may be submitted as a separate document.*

**Distinguishing Features**

**What are the differences of your invention over existing technology, i.e. what are the improvements?** *Include a brief overview of existing, similar technology(ies).*

**In what way(s) is your invention ‘inventive’ or not obvious to people with your technical skills?** *Describe any surprising effects or outcomes that could not have been predicted based on current understanding or theory. Also list the advantages of your invention over existing technology.*

**What possible extensions, variations or modifications are there?** [*This assists with ensuring that ongoing and future work will be accommodated in the patent specification of possible*].

**Source of Research Funding***(Exclude Bursaries)*

|  |  |
| --- | --- |
| **Funder** | **Amount (R)** |
|  |  |
|  |  |
|  |  |

**Stage of Development**

|  |  |
| --- | --- |
| **What is the current stage of development i.e Technology Readiness Level (TRL) visit link** [Technology Readiness Levels | Research Contracts and Innovation (uct.ac.za)](http://www.rci.uct.ac.za/technology-readiness-levels) | Choose an item. |
| **What development is ongoing? i.e what data, etc. is being generated via ongoing work? What are the next steps?** |
|  |

**For completion by RC&I**

**Applicant Details**

Name: University of Cape Town

Address: Lovers Walk

 Rondebosch

 7701

Cape Town

South Africa

Courier/Street/Postal Address (for general communication)

Research Contracts & Innovation
Allan Cormack House
University of Cape Town
2 Rhodes Avenue

Mowbray
7701
Western Cape

South Africa

|  |  |
| --- | --- |
| TRL 1 | Basic Idea |
| TRL 2 | Concept developed |
| TRL 3 | Experimental Proof of Concept |
| TRL 4 | Lab Demonstration |
| TRL 5 | Lab scale validation |
| TRL 6 | Prototype demonstration |
| TRL 7  | Capability validated on economic runs |
| TRL 8  | Capability validated over range of parts |
| TRL 9  | Capability validated on full range of parts over long periods |

1. The default is that all inventors share equally. But inventors can agree on different splits based on their contribution to

 the IP. [↑](#footnote-ref-1)
2. This determines the share of the commercialisation income accruing to the inventors that each beneficiary will receive. [↑](#footnote-ref-2)