

To,
Officer-in-Charge,
Institute Technology Management Unit (ITMU)
NIHSAD, Bhopal.

Title of Invention: _____

Name of Ist / true Inventors with signature:

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of head Innovator/ PI _____

**Recommendations of the divisional meeting (proceedings signed by concerned HD/
Incharge PME cell enclosed)**

Signature of concerned HD/Incharge PME Cell: _____

Recommendation of ITMC:

Approved/ Not Approved (with remarks)

Member Secretary, ITMC

Chairman, ITMC

ICAR Guidelines for IPM and Technology Transfer/Commercialization (Revised in 2018)

Annexure 5

Check-List for Invention/IP Disclosure (Confidential)

(To be submitted by PIs/Inventors/Innovators to ITMUs/ZTMCs as Confidential Information)

A1. General information

| | | | |
|--------------------------------|--|-----------------|--|
| Disclosure number (File No.) | | Submission date | |
| Name of corresponding inventor | | | |
| Office location at Institute | | | |
| Email address | | | |
| Phone number | | | |
| Title of invention/ technology | | | |

A2. Descriptions of your invention

| | |
|---|--|
| 1. Title of invention. (The title should describe what the invention does but not how it is made or how it works) | |
| 2. Patent/IP search report. A report of the Patent Search carried out in common, free patent search engines for granted patents in USA (USPTO web site; http://www.uspto.gov/), Europe/World (EPO web site; http://www.espacenet.com/), etc., including the PCT Applications (WO). i. Search Terms. A short list of words, phrases and/or categories should be provided that may help in making internet searches related to the invention/innovation. | |
| 3. Brief overview of the invention (3 to 4 paragraphs). | |
| i. Provide a short, general overview of the invention including what it does in such a manner that a lay person would understand. | |
| ii. What is the purpose of invention e.g. what problems does it solve? | |
| iii. Is it a new product, process or composition of matter or is it an improvement over an existing | |

| | |
|--|--|
| product, process or composition of matter? (DISTINCTION: How is your solution different from other available solutions to the same problem?) | |
| iv. What are the features and benefit of the invention? | |
| 4. Technical description, details and supporting data. Provide results, data or other indicative evidence that may explain how the invention works. Attach any papers or visual material that may be already available, whether published or unpublished. | |
| 5. Prior Methods, apparatus, developments and publications. i. Provide description of the closest known methods/processes or apparatus/substances in existence along with disadvantages or problems of each of these methods/processes/ apparatus/ substances that are solved by the application of the present invention. | |
| ii. Cite publications and patents, whether own or those of any one else, that may disclose the ideas/events/products closely related to the invention. e.g. most similar variety(ies) in case of PVP. (Attach all relevant papers, patents, advertisements etc. if available). | |
| 6.Stage of development (2-3 paragraphs). Describe the development status (whether it is at ‘concept only’ stage or it is already ‘laboratory tested’, or ‘prototype’, etc.). Also briefly indicate what further development would be necessary to commercialize it. | |
| 7.Potential licensees. Mention enterprises/companies that you think could benefit from the use this invention for commercial purposes. | |
| 8.Publications/presentations/other forms of public communication. Identify past and future | Please submit below in table format |

| | |
|--|---|
| seminars, talks, abstracts, publications and web postings that would be describing the invention. (These types of disclosures may affect the scope of patent protection and the timing of filing and, therefore, must be thoroughly shared to arrive at best-fit judgment viewpoint) | Type of disclosure (Publications, Seminar, etc) Dates (s) |
| 9. Dates of conception and reduction to practice. Describe the circumstances and dates surrounding development of the invention. The dates must be well documented so that any challenge to patent, if ever, shall be met. In this context, conception is the formulation in the mind of the PI/inventors of the ultimate working invention. Reduction to practice can be accomplished either actually or constructively. | Conception of invention Date: documented in writing (Lab note book number) First reduction to practice documented Date: |
| 10. Sponsorships. Mention/identify all grants ²⁰ , contracts and other sources of funds contributing to research that led to the invention. (List all agencies that you would acknowledge in a publication) | Please submit below in table format. Agency/sponsor Grant/contract File No. /Subject |
| (Optional) Please list any relevant literature (scholarly, patent, news) or provide as attachments | |

A3. Other agreements and interactions (obligations to third parties, urgency etc)

| | |
|---|--|
| 11 i. Mention/Identify any agreements ²¹ or interactions that have been/may have been entered into with NIHSAD, which relate/could relate to the invention and might grant rights to an enterprise/company/ any other party outside the ICAR. (If you have a ready copy, kindly attach copy of project agreement.) | |
| ii Provide the details of MTA entered into or other agreement/consent details if the invention is based on any material(s) obtained from another institution/ organization/company. | |
| iii Did you transfer to any researcher outside of your institution any new materials (DNA, peptides, cell lines, vectors, catalysts, alloys, etc.) related to the invention? Provide the details. | |

| | |
|---|--|
| iv. Is there any other group, lab or researcher in the institution or in any other institution of ICAR or outside ICAR using your invention in their research programme? If so provide the details. | |
| v. Please indicate any specific urgent needs to file IP. Example – you have to present at a conference, send out a manuscript, talk to a commercialization partner etc. | |
| vi. Please indicate if you have already disclosed the invention to somebody and wish to still explore IP protection options. | |
| vii. The Budapest Treaty requires that for a patent to be granted for any invention relating to a micro-organism, the micro-organism should be deposited in an internationally recognized depository such as ATCC. Please confirm your willingness to do so and indicate date by when this can be done. | |

A4. Specific requests

| | |
|---|--|
| Is this form being submitted to initiate patent filing process? If yes, where do you think the patent needs to be filed? | |
| Are you submitting this form to report a knowhow which you are unsure if it should be patented and therefore need advise? | |
| You are convinced that this knowhow should not or cannot be patented but you are reporting it so that Institute can explore exploitation options. | |

A5. 12. Inventors. Provide list of all those individuals who helped/contributed to the conception of the ultimate working invention. The people you include ultimately may or may not be legal inventors, Please place an asterisk (*) next to the name of the inventor to whom correspondence should be sent. If any person holds a sole or joint appointment with any other university, company or government agency, please note that fact.

| Name of contributing Individual | Inventor or not yes/No | Affiliation | Signature of inventors with date | Signature of HD/ In-charge with date |
|--|-------------------------------|--------------------|---|---|
|--|-------------------------------|--------------------|---|---|

13. Declaration of Field Worthiness of Technologies/ Products/ Substances/ Processes.

A6. Signatures (on paper copy)

| | | | |
|-------------------------------------|--|--|--|
| Signature of corresponding inventor | | Technology idea/ invention disclosed and understood by | |
|-------------------------------------|--|--|--|

| | | | |
|-------|--|--------------|--|
| | | (ITMU Staff) | |
| Name | | Name | |
| Place | | Place | |
| Date | | Date | |

A7.**DECLARATION BY INVENTOR (S)**

I/We declare that all rights for the invention
 are assigned by us to the applicant
 “Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Dr. Rajendra Prasad Road,
 New Delhi – 110001.” and the application is signed on behalf of the assignee by the authorized
 official of ICAR.

Dated this.....day of

| NAME OF INVENTORS | SIGNATURE |
|-------------------|-----------|
| | |
| | |
| | |
| | |
| | |

Signature of two witnesses along with their names and addresses

| SN | NAME | DESIGNATION | SIGNATURE |
|----|------|-------------|-----------|
| 1 | | | |
| 2 | | | |

The Director

ICAR-National Institute of High security Animal Diseases
Anand Nagar, Bhopal-462022, M.P.

Subject: Undertaking and declaration in regard to the invention made by the undersigned

In regard to the invention made by us, we have requested our Director to forward our proposal for filing the application for provisional patent. In this connection we reiterate the following facts:

1. The title of our invention is “ _____ ”

 - i. The invention made by is completely new and is on account of invented steps taken by us. It has not been published.
 - ii. There is no lawful ground of objection to the grant of provisional patent in respect of our invention.
 - iii. We have reviewed the available literature on the subject and we confirm that no invention has been made by any person of the type mentioned at item No (i) above.
 - iv. We undertake to keep you posted of development in regard to correspondence / business discussion, if any, pertaining to the above mentioned invention, in future.
 - v. We give below the declaration for assignment for right to ICAR
2. In view of the above facts, we request you to kindly expedite the filing of application.

Yours Faithfully,

| SN | Name of the Inventors | Place | Signature with date |
|-----------|------------------------------|--------------|----------------------------|
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Cc: DDG (Animal Science), Indian Council of Agricultural Research, Krishi Bhawan, New Delhi-110001