

Procedure Number:	<b>5022p</b>
Procedure Title:	<b>Intellectual Property – Disclosure of Invention</b>
Approved by:	<b>Senate</b>
Approval date:	<b>October 3, 2024</b>
Effective date:	<b>November 1, 2024</b>
Review date:	-
Next review date:	<b>November 1, 2027</b>

**1. Purpose**

- 1.1. This procedure provides further detail on the requirements for disclosure of an invention by UCW faculty or students prior to proceeding with patent application or commercialization activity.

**2. Requirements**

- 2.1. Prior to proceeding with a patent application or commercialization activity, faculty or students shall provide written disclosure to the VPA or designate of any Invention made that includes, at minimum, the following information.

- 2.1.1. Name and contact details of inventor(s)

- 2.1.2. Title of invention

- 2.1.3. Brief description of invention and its novelty

- 2.1.4. Statement of any claim of ownership. This must align with UCW IP policy namely:

<b>Ownership is with...</b>	<b>unless</b>	<b>or</b>	<b>or</b>
<b>Personnel</b>	Invention was created under contract to 3 <sup>rd</sup> party funder or other partner	Invention was produced under direction of University	Invention was produced as part of job description
<b>Student</b>	Invention was created under contract to a 3 <sup>rd</sup> party funder or other partner AND student consented to assign ownership	Invention is created by making substantial use of the University’s resources (excluding supervision) and there is no reimbursement agreement or if produced as part of a University research project outside of coursework	

- 2.1.5. Names of all inventors that have made an “inventive” contribution and their % contribution. Inventive contribution can include: conceiving the ideas that lead to the development of the invention; devising the experiments that form the basis of the

invention; recognising the significance of unexpected results; authoring software code or other copyrightable material.

2.1.6. Any funding received for research

2.1.7. First (if any) public disclosure (e.g., conference, manuscript)