

# INTELLECTUAL PROPERTY POLICY

## *Appendix B: Intellectual Property Disclosure Form*

11 June 2012

Please complete this form, attach materials as appropriate, and send to the Dean of Research and Curriculum.

1. Title of the IP.
2. Please provide a brief and technically accurate summary description of the IP. Attach documents as appropriate.
3. List the names of all Creators and the Briercrest College and Seminary (BCS) department or external institution with which they are affiliated. If the IP was developed as part of a collaborative R&D partnership with another institution(s), please list accordingly. Include the names of and information on all persons who contributed to the conception and/or made significant developmental modifications to the IP.

Please add additional tables if there are more than two Creators.

Creator's Name:	
Position Title:	
Department:	
External Institution, if applicable:	
Address:	
Telephone:	Fax:
Email:	Personal website:
Contribution (Brief description):	
% Contribution (totally 100):	
Creator's Signature:	
Date of Signature:	

Creator's Name:	
Position Title:	
Department:	
External Institution, if applicable:	
Address:	
Telephone:	Fax:
Email:	Personal website:
Contribution (Brief description):	
% Contribution (totally 100):	

4. Why does the Creator believe that the IP has commercial potential? Please describe specifically how this IP may be useful. To whom it would be useful, and of what value it is or may be to, for example, society, science, education, commerce, or technological advancement. Identify the specific markets that would be interested in the IP.
5. What companies or other entities does the Creator see as interested in this technology? Please describe these in terms of generalities or as specific companies or other entities, depending on the particulars of your IP and/or the contact(s) you have already made concerning the IP.
6. Please attach a full description of the IP to explain what it is and what it will do, in a manner that would enable someone having knowledge in the field to understand the IP and its significance. Identify the advantages of the IP and the elements that are considered novel. Please check the items below to indicate additional materials that are attached/available.

- Papers
- Drawings
- Photographs
- Prototype
- Graphs
- Sketches
- Flow Charts
- Performance Data
- Reports
- Grant Application

7. Please provide a chronology of the principal events in the conception and development of the IP, the people who were involved, how they contributed (you may wish to identify non-Creators in this section), and the dates on which key events occurred.

a. Earliest conception date. Is there substantiating evidence such as a notebook or a witness?			
Date	People Involved	How Contributed	Comments
b. Dates and results of first test of IP and first successful test.			
c. Major modifications, advancements or discoveries			

8. Please describe the existing documentation and materials that support this IP. Does this documentation exist as lab notes, computer records, or in some other form? Has this documentation been progressively collated in a journal, on the computer (or both) or in some other form? Are the records recorded in ink, bound, dated, and witnessed? Where are all the records of the development of the IP kept? Do back-ups exist?

9. Has there been any public disclosure of the IP? Yes  No   
 Public disclosure includes publications, abstracts, presentations, public seminars, publication of these, or disclosure or discussions with others outside the institution (who have not signed a confidentiality agreement). If yes, provide dates, names, and locations and copies of any articles, etc. This can be critical information. Dates must be accurate.

Oral or written disclosures to other persons and names of such persons.			
Date	Where	Disclosed By	Disclosed To

10. Are there plans to publish ANY information related to the IP? Please include details if you are planning to publish material on this IP in the near future (where, when, authors, specific topic). This can be critical information. Dates must be accurate.

Future public disclosures.			
Date	Where	Authors/Presenters	Topic




11. How has development of this IP been funded to date? Please use the table below to provide information regarding any grants or contracts that have been received from any sources external to BCS’s budget that have led to the development of the IP. Was the IP made with the use of BCS facilities or services?

Sponsor/ Granting Agency	Contract/ Grant	Funding Period	Amount of Funding	Contact Person

12. Are there any contractual obligations associated with this IP or with the research that led to its development (e.g., material transfer, collaboration, patent agreement with another entity)? Please indicate any intellectual property commitments that currently exist or may arise as a result of having received funding, etc., during the course of developing the IP.

Type of Agreement	Organization Name

13. What are the advantages of your invention over what has been done before, the problems it solves, or new applications achieved? Indicate any disadvantages or limitations and explain how they might be overcome.

14. What is the state of prior art associated with the IP? Have you performed a thorough search of the literature to confirm that your IP is new and unique? Please describe the types of searches you have performed and the results; i.e., what you found in terms of patents and/or journal articles. (Please note that to be able to patent and/or otherwise protect IP, it is key to be reasonably confident that no prior art exists.) If prior art exists, what deficiency in the prior art does your IP remedy and/or what limitation does it overcome?

15. What are the greatest impediments to the adoption and/or commercialization of the IP?



16. Describe the development status of the IP (i.e., concept, laboratory tested, prototype) Is further research or development required to make the IP market-ready?

17. If the IP requires further research or development:

- a. Is further work currently in progress?
- b. Please describe the additional steps and/or resources (e.g., time, money, people, other resources, etc.) that will be required to “complete” the IP and your best estimate of how long this will take.
- c. Is completing this work dependent on acquiring additional grant monies or commercial funding?
- d. If funding is needed, are efforts currently underway to obtain this funding? If so, please describe.
- e. Would you consider partnering with another organization to further and complete the development of your IP?

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18. Signatures

Each Creator must sign and date the disclosure. Additionally, the disclosure should then be read and signed by a witness who understands it and who is not a Creator of the IP.

Please add additional tables if there are more than two Creators.

Creator	Witness
	I have read and understood this IP disclosure.
Signed:	Signed:
Print Name:	Print Name:
Date:	Date:

Creator	Witness
	I have read and understood this IP disclosure.
Signed:	Signed:
Print Name:	Print Name:
Date:	Date:

Upon receipt of the IP disclosure, the University will contact the reporting Creator to discuss the various options available for commercial development. It is the responsibility of each Creator to inform the Dean of Research and Curriculum of any address change as long as this file is active.

Acknowledgment of receipt by Briercrest College and Seminary.

To be completed by the Office of Research and Curriculum	
Signature, Dean of Research and Curriculum	Date
Signature, Vice-President Academic	Date

