

**Intellectual Property Review Form**

Background information on Intellectual Property (IP) Management and Commercialisation may be found on the [IP Commercialisation](http://www.nottingham.ac.uk/fabs/beis/ipcommercialisation/ipcommercialisation.aspx) area of the Research & Innovation website.

If you believe commercially valuable IP has arisen from your research or wish to secure an IP position before approaching an industrial sponsor, please contact the University’s IP Management and Commercialisation team or the Licensing Executive responsible for your Faculty if in the UK.

It may be useful to fill out the following form as far as you are able to allow the IP team to evaluate the IP. Please also provide any draft papers and presentations relevant to this IP when submitting the form.

The information provided will be retained and processed in line with University of Nottingham policies. Privacy notices can be viewed [here](https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx#Privacynotices), and retention periods are viewable [here](https://www.nottingham.ac.uk/governance/records-and-information-management/records-management/retentionschedule.aspx).

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| **Internal reference number:** | *To be completed by IP team* |
| **Title of Disclosure:** |  |
| **Date of Disclosure to IP team:** | *This is the date you will submit the form to us* |
| **IP Project Manager:** | *To be completed by IP team* |
| **Inventor/Creators/Developers(s)****Gender Pronoun(s)[[1]](#footnote-1) – she/her, he/him, they/them, other (please state)** **School/Division** | *Individuals (including researchers, technicians and administrative staff, students, visiting researchers and outside collaborators) that have made an inventive contribution (patents), or are primary creators (copyright materials) or developers (software code)**Please note the status of the individual at the time of the invention (e.g. staff, student, external) and any affiliations.* |
| **Contributors(s)****Gender Pronoun(s) – she/her, he/him, they/them, other (please state)** **School/Division** | *Individuals (including researchers, technicians and administrative staff, students, visiting researchers and outside collaborators) that have made a non-inventive contribution or worked solely under the direction of those above.**Please note the status of the individual at the time of the invention (e.g. staff, student, external) and any affiliations.* |
| **Is the IP University, Sponsor or Jointly Owned?:** |  |
| **Details of historic/current Project Sponsorship or Funding (including European funding):** | *Please provide details are any funding agency, relevant dates and amounts* |
| **Nature of IP e.g. Patent/Know-How/Software:** |  |
| **Has the Invention already been disclosed outside the University?:**  | *e.g. conferences, presentation events, as part of industry collaborations, other institutions etc.* |
| **Date of intended Disclosure/Publication, if any:** |  |
| **Details of any Agreements in place:** | *Please list any relevant confidentiality, collaboration or project agreements* |
| **Summary of Technology:** | *Please provide a paragraph highlighting the key details and advantages of your technology* |
| **Disclosure Details:** *Please provide a detailed description of your technology**Please provide responses to the questions below:****How did the invention arise?******What is the problem it solves or the need it addresses?*** ***What are the key features and the main advantages over existing technologies?*** ***What is the current stage of development of the technology?*** ***What potential sources of funding are you aware of to take the technology to the next stage?*** ***Do you know of any companies which might be interested in the technology?******Prior Art****Please provide a summary of any prior art documents (patents, publications etc.) you have identified and indicate how relevant they are.**Please request assistance from the IP team if you require any help in performing a prior art search.* |

1. The University values the diversity of its people and recognises its legal responsibility to ensure that no individual is subject to discrimination or victimisation arising from gender identity. Employees and managers should apply and operate guidelines fairly and in doing so ensure that there is no unlawful discrimination on the grounds of any protected characteristic in line with other Equality Diversity and Inclusion (EDI) related guidelines. More information regarding the University’s EDI policies can be found at: https://www.nottingham.ac.uk/hr/guidesandsupport/equalityanddiversitypolicies/index.aspx [↑](#footnote-ref-1)