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| **INVENTION DISCLOSURE FORM**  Version 1.0  March 29, 2016 | Applicant IF ID:  Project IF ID: |

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| **TITLE OF THE PROJECT:** | | |
| Inventor/Project Leader: | | |
| Institution: | | |
| **For office use only** | | |
| Possible IPR | |  |  | | --- | --- | | Patent |  | | Trademark |  | | Design |  | | Copyright |  | | Know How |  | | Database |  | | Comments: |

Invention disclosure form is a written description of your invention. By entering correct data in this form you help employees at the Technology Transfer Facility within the Innovation Fund (hereinafter the “TTF”) to get information about your invention that will:

* help to assess whether the work is patentable and commercial opportunity for that work,
* help the patent attorney to prepare the draft patent and, if the TTF decides to proceed with patenting,
* indicate IPR ownership and provide important information of the date of the invention, which can be important in patent process.

IMPORTANT: Discussions between you and the TTF about your invention are confidential. To avoid any inadvertent public disclosure of your invention please use Confidential Disclosure Agreement to protect discussions with others.

Invention disclosure form must be filled in immediately after the creation of the intellectual property.

Completed form should be submitted in electronic form to the TTF official Portal that can be accessed through the Innovation Fund webpage <http://www.innovationfund.rs/> or directly over the <https://www.inovacionifond.rs/TTF>

Technology Transfer Facility

Innovation Fund

Science and Technology Park Belgrade

54/B4/1 Veljka Dugosevica St

11000 Belgrade, Serbia

If you have any questions regarding completing the form please contact Technology Transfer Office at your respected University or contact the TTF via e-mail at [ttf@inovacionifond.rs](mailto:ttf@inovacionifond.rs).

1. **INVENTION OWNERSHIP**
2. **PRINCIPAL INVENTOR OR AUTHOR (SOFTWARE)**

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| 1. Name: 2. Faculty/ Institute/ Organization: 3. Function: 4. Home address: 5. Phone number: 6. E-mail: |

*All correspondence with, and questions for, the inventors/authors should be addressed to principal inventor. The obligation is to inform the TTF about any address change. In case of impossibility to contact the principal inventor, all applications for approval of a patent may be suspended.*

1. **INVENTION DATE**

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| 1. The first recorded date of the invention: 2. Date when you started your employment with current employer: 3. Is there a record of earlier invention conception (drawing, laboratory notebook entry, report etc.) which: 4. (a) describes your invention? 5. (b) can be independently confirmed? 6. Describe such a record: |

1. **OTHER STAFF AND EXTERNAL CONTRIBUTORS**

*Please list all the individuals whom you consider to have made active contribution to the invention creation.*

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| 1. Name: |
| 1. Unique Master Citizen Number: |
| 1. Home address: |
| 1. Phone number: |
| 1. E-mail: |
| 1. Faculty/Institute/Organization: |

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| 1. Phone number: |
| 1. E-mail: |
| 1. Faculty/Institute/Organization: |

*Individuals who have made active contribution to the invention creation and complete this form will not necessarily be listed as inventors on a patent application. A person is only a legally defined as inventor if he or she conceives the idea underlying the invention.*

1. **EXTERNAL RESOURCES**

*Please describe in detail:*

*i) EVERY external funding or equipment which has been used in connection of this or related work, including grants, contracts, studentships, etc.,*

*ii) ALL specific material or data (this includes both written and electronic media) owned by the third party which has been used in the process of research and without which the invention would not be possible. If this research was done under a grant or contract, please attach a copy of the contract or grant award.*

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1. **CONFIDENTIALITY AGREEMENTS**

*Please provide details of any Confidentiality/Non-disclosure or Material Transfer Agreements including their reference numbers/dates (please supply copies if available):*

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1. **WRITTEN DESCRIPTION/INVENTION INFORMATION**
2. **TITLE OF THE INVENTION**

*The title of the invention should be brief but technically accurate and descriptive.*

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| Serbian language:   1. English language: |

1. **BACKGROUND OF THE INVENTION**

*This section should present a brief overview of development steps that led to this particular invention (when and where work on invention began, was the invention tested in laboratory or used and if yes please show results, etc.).*

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1. **BRIEF SUMMARY OF THE INVENTION (approximately 150 words)**

*This section should include a brief summary of the invention. It is necessary to indicate its nature and essence. The summary may point out the advantages of the invention or how it solves the problems related to the current state of the art.*

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1. **NOVEL ASPECTS OF THE INVENTION**

*Please particularly highlight the point of novelty of the present invention that distinguishes it from all else that is known. This helps the licensing staff and the patent attorneys to differentiate the invention from the prior art, to better protect and market it.*

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1. **FUTURE DEVELOPMENT**

*Specify the plans for future development of technology. Do you have funds for this work and what do you think you will achieve in this area over the next 12 months?*

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1. **BRIEF DESCRIPTION OF THE DRAWINGS**

*Please describe all existing drawings, pictures, graphs, tables, chemical structures, etc. Detailed description of the invention should refer to different drawings by specifying the figure number and to the different parts of a drawing by reference letters or numerals.*

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1. **PRIOR ART**

*Please give details of any earlier work of the same kind of which you know such as scientific papers, patents (with patent number, if known), or commercial literature relating to your invention (whether it is published material of others, or your own prior art), please cite and/or supply them.*

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1. **PLANNED PUBLICATIONS/DISCLOSURE**

*Please provide details of any publications relating to the invention that you have or intend to make, or any other forms of public or confidential disclosure (both written and verbal) with dates, (e.g., abstracts, symposiums, poster presentations). Include copies of publications, in print or anticipated, and abstracts.*

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1. **DETAILED DESCRIPTION OF THE INVENTION**

*Attach 2-3 typed A4 pages giving a full technical description of the invention/design (to assist the possible briefing of a patent agent) and including a sketch or sketches.*

*This section is the most important section, and must include a written description of the invention or discovery and the manner and process of making and using it. Furthermore, the description is required to be in such full, clear, concise and exact terms as to enable any person skilled the field to which the invention or discovery pertains, or with which it is most nearly connected, to make and use the invention. This threshold is called the „enablement requirement“, and requires that the invention be described in such detail that a colleague can carry out the invention based only on her knowledge and your description.*

*The specification must also set forth the precise invention such a manner as to distinguish it from other inventions and from what is currently known. It must describe completely a specific model of the process, machine, manufacture, composition of matter or improvement invented, and must explain the mode of operation or principle whenever applicable. The best method contemplated by the inventor of carrying out his/her invention must be described. This threshold is called the „best mode requirement“, and requires that if alternative approaches to carry out the invention are known, the most favored approach known at the time of disclosure should be outlined – whether this approach is favored due to the results it produces, it is the most convenient, or otherwise. Although describing the best mode is a statutory requirement, other approaches should also be disclosed, to ensure that the patent protection is as abroad as possible. 7*

*Finally it is important to refer to figures in this section by their figure numbers, and point out their relevance to teaching the prior art, the invention and its distinguishing characteristics, and/or its best mode.*

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1. **MARKETING QUESTIONAIRE**
2. **TARGET MARKETS**

*In which markets do you think the invention will find most success?*

*List below as many actual or hypothetical products or services as you can think of that might benefit from your invention.*

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1. **ADVANTAGES AND BENEFITS**

*List the three key commercial benefits or advantages of the invention:*

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1. **POTENTIAL ROUTES TO MARKET**

*List the names of companies that you think might be interested in using your invention to make, use or sell products or services.*

*Do you have any existing contacts in these companies?*

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1. **SOFTWARE**

*For inventions that include software please provide the following additional information:*

1. **THE SOFTWARE APPLICATION NAME**

*Please provide software application name and version number.*

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1. **SOURCE CODE**

*For source code developed by the researchers from part I:*

*a) Please provide a list of source files.*

*b) Please state which programming language have been used.*

*c) Please list development tools used to create or generate the source files.*

*d) What copyright notices are included in source files?*

*e) For new versions, please indicate which source files have been changed, added or removed since the previous version.*

*f) Please provide a list of documentation or other files that are required for others to use, develop and maintain the software.*

*g) Please indicate if the source files have been distributed outside the University, and if so, in what form and to whom?*

*h) If the source files are available as a web download, please provide the download URL and state the terms under which the download is available.*

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1. **EXTERNAL SOFTWARE**

*For other source files or libraries that are required to build the software application (external software):*

*a) Please list all external software (files and libraries) used that provide functions that required by the application.*

*b) Please state which organization owns the software.*

*c) Please state how the software was obtained.*

*d) Please provide details of the license terms, or if a standard Open Source license the name of that license.*

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1. **FURTHER DEVELOPMENT FUNDING**
2. In case that there is a need for additional funds, what exactly would the funding be used for and what is the timeline for that effort?

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1. Outline the results expected and explain why these results will increase the interest of potential commercial partners.

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1. What would be the advance in commercial readiness achieved with the funding? What are the next steps towards commercialization of the product?

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1. **CVs OF KEY CONTRIBUTORS**

Include CVs of a leading contributor to the invention including CVs of not more than 2 key contributors.

1. **DECLARATION**

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| The information provided in this form will be used by the *Technology Transfer Facility* to assess the ownership of the intellectual property rights, potential third party claims to those rights, and obligations to external sponsors. Incorrect or incomplete details could lead to litigation or the invalidation of patent application.  *I declare that the information which I have provided in this form is, to the best of my knowledge and belief, correct and complete and that the contributors named are all the original creators of this invention and that there are no other inventors that should be included as inventors.*  The process of identification, legal protection and commercialization will be conducted in accordance with the regulations on the legal protection and commercial exploitation of intellectual assets, and the functioning of the technology transfer center of the University of .  *I also agree to cooperate with the Technology Transfer Facility in seeking patent or other legal protection in the name of and in the commercialization of this invention. I also confirm that I have notified my present employer of any conflicts of interest which may exist in relation to the invention.*  In  Date: |
| Name of the Applicant[[1]](#footnote-1):   1. University of Belgrade   Printed name of the Applicant’s official representative : prof. dr Vladimir Bumbaširević  *Rector of the University*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Signature of the Applicant’s official representative   1. Name of the Faculty/Institute: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   Printed name of the Faculty/Institute official representative : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Dean of the Faculty/Director of the Institute*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Signature of the Applicant’s official representative  Stamp   1. Signature of the principal Inventor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Printed name Principal Inventor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   *Inventor 2[[2]](#footnote-2)*  Signature of the Inventor 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Printed name Inventor 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   *Inventor 3*  Signature of the Inventor 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Printed name Inventor 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Public sector R&D institution applying for services under TTF Program. The Inventor, who may be the employee of the Applicant, is to be entitled as a contact person, since he/she is considered to have the most knowledge about the proposed technology. In case that the Inventor is not in a capacity to act as a contact person, the Applicant will assign this role to someone else. The contact person is responsible to provide TTF with information in regards to the Application in hand in the required format and will be responsible for project implementation on behalf of the Applicant, if the support under TTF Program is awarded. Applicant can also be a company applying for the commercialization support under TTF Program. [↑](#footnote-ref-1)
2. All named inventors must sign the Invention disclosure form [↑](#footnote-ref-2)