

To be submitted to the following address upon completion:
INTENT
Address
Tel:

For INTENT use only

Responsible	Date	Reference

ERATOSTHENES CENTRE OF EXCELLENCE

Invention and Technology Disclosure Form

See the instructions on the back of this form.
For software disclosure use the software disclosure form

1. TITLE OF INVENTION

2. DESCRIPTION OF INVENTION

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A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide the address and telephone number mentioned in the text above.

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3. INVENTORS

3.1. List the names of all persons who have contributed intellectually to this invention

Full Name (given name(s) and last name)	Inventive Contribution (%)	Affiliation (if not employed by the University)
Total	100%	

3.2. Employment status during the invention development period

Full Name (given name(s) and last name)	Department (or other entity if not affiliated with the Centre)	Employment Status (e.g. employee, student, professor)	Funding Source for Employment	Date (From)	Date (Until)

4. FUNDING SOURCES UNDER WHICH THE INVENTION WAS MADE

4.1. Sources of Funding

Sponsor(s)	Principal Researcher	Project ID and Name

4.2. Other corporate relationships pertaining to this invention

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4.3. Use of University resources

If there is no contract or research agreement, has there been significant use of university resources as defined in the "Policy of the Cyprus University of Technology on the Ownership, Transfer and Commercial Exploitation of Intellectual Property"? Yes No

5. MATERIAL TRANSFER AGREEMENT (MTA) AND OTHER RELEVANT AGREEMENTS

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6. PUBLICATION AND DESCRIPTION OF EVENTS

Event	Date	Reference/Written Record/Comments
1. Initial conception of idea. Has the date been recorded? If yes, where?		
2. First description of the complete invention, oral or written		
3. First successful demonstration (first reduction to practice)		
4. Has the work been submitted for publication? If yes, please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No		
5. Has the work been accepted for publication? If yes, please provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. If the work has been published, please provide the first publication containing sufficient description to enable an expert to understand and make use of the invention (theses and submission dates should be included)		
7. First public oral disclosure (e.g. conference, seminar, meeting) containing a sufficient description to enable an expert to understand and make use of the invention. Has your presentation included a written summary or handouts for the audience? Please give the name of the conference or meeting.		
8. Has the invention been disclosed to corporate representatives? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please provide the company name and the names of the representatives		
9. Other publications e.g. submission to a database, poster etc.		

7. COMMERCIAL ISSUES

7.1. Which companies offer similar technologies (if known)?

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7.2. Companies that may be interested in your invention

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8. ECOE INVENTORS

I confirm receipt of a copy of the Policy on Ownership, Transfer and Commercial Exploitation of Intellectual Property of the Cyprus University of Technology as well as other relevant written instructions and agree to be subject to all terms and conditions included therein. All statements made herein, based on my own knowledge are true and all statements made on information and belief are believed to be true.

I hereby assign all rights and title to this this invention to ECOE, and I agree to execute all required documents and to cooperate with INTENT in the protection of this invention. ECOE will share any royalties derived from this invention with the inventor(s), in accordance with its policies as may be updated periodically.

Inventor's Signature:	
Full Name:	Date:
Position:	Faculty/Department:
Business Address:	
Business Telephone:	Business Fax:
E-mail:	
Home Address:	
Civil ID Number:	Nationality:
Affiliation with other institutions? If yes, give details	

Inventor's Signature:	
Full Name:	Date:
Position:	Faculty/ Department:
Business Address:	
Business Telephone:	Business Fax:
E-mail:	
Home Address:	
Civil ID Number:	Nationality:
Affiliation with other institutions? If yes, give details	

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E-mail:	
Home Address:	
Civil ID Number:	Nationality:
Affiliation with other institutions? If yes, give details	

Inventor's Signature:	
Full Name:	Date:
Position:	Faculty/ Department:
Business Address:	
Business Telephone:	Business Fax:
E-mail:	
Home Address:	
Civil ID Number:	Nationality:
Affiliation with other institutions? If yes, give details	

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E-mail:	
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9. NON ECOE INVENTORS

I (We) declare that all statements made herein, based on my (our) own knowledge, are true and that all statements made, on information and belief are believed to be true.

Inventor's Signature :	
I hereby agree to assign all my rights to: (company / institution)	
Full Name:	Date:
Home Address:	
Home Telephone:	Civil ID Number:
E-mail:	
Contact person for intellectual property rights in the above-mentioned company/institution:	
Company/Institution address:	
Contact person telephone number:	
Contact person e-mail:	

Inventor's Signature :	
I hereby agree to assign all my rights to: (company/institution)	
Full Name:	Date:
Home Address:	
Home Telephone:	Civil ID Number:
E-mail:	
Contact person for intellectual property rights in the above-mentioned company/institution:	
Company/Institution address:	
Contact person telephone number:	
Contact person e-mail:	

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E-mail:	
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Company/Institution address:	
Contact person telephone number:	
Contact person e-mail:	

Inventor's Signature :	
I hereby agree to assign all my rights to: (company/institution)	
Full Name:	Date:
Home Address:	
Home Telephone:	Civil ID Number:
E-mail:	
Contact person for intellectual property rights in the above-mentioned company/institution:	
Company/Institution address:	
Contact person telephone number:	
Contact person e-mail:	

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Instructions for the Invention and Technology Disclosure Form

A. INTRODUCTION

The present form has been created to capture the initial details of inventions and technologies developed at the University. The information provided will be used by INTENT to assess the commercial potential and the patentability of the invention. In order to assist INTENT with this assessment complete the form as fully as possible. The form should be submitted to INTENT when something new and useful has been conceived or developed, or when unusual, unexpected or nonobvious research results have been achieved and could be of practical use.

INTENT evaluates all Invention and Technology Disclosure Forms submitted by ECOE members, in the order of receipt. Where appropriate, INTENT tries to license ECOE inventions and technology to the industry for further development and commercialization.

It is recommended to study the [Policy of the Cyprus University of Technology on the Ownership, Transfer and Commercial Exploitation of Intellectual Property](#) before completing the form. Should you wish to discuss your technology with a member of INTENT before completing this form, please call 88 88 88 88.

B. FORM COMPLETION INSTRUCTIONS

The numbers below refer to the corresponding numbered sections of the form. Please attach additional sheets where necessary.

1. Create a short title describing the general nature of the invention without disclosing specific details that would allow others to reproduce the invention (e.g. new anticancer compound, method for manufacturing a microchip etc.). Please limit the title to 60 characters.

Note: The title should be given both in Greek and English.

2. Provide a summary of the invention following the numbered instructions listed below (this should be done using layman's terms). You can also attach a description which should at least answer the questions below. Considering that this information will be used to determine patentability, commercial uses and potential users of the invention, provide as much detail as possible. Attach to this form any additional supporting material such as photographs, drawings, manuscripts, etc. At the very minimum, the following questions should be clearly explained in your text.

Note: This section must be completed in English.

- i. What does your invention do? Why is it necessary?
- ii. What is unique or better in your invention compared to prior art (i.e. anything done so far)?
- iii. Which is the prior art to which you are comparing your invention? Please cite or attach any literature references describing, to the best extent, the prior art. If possible, consider the possibility of a literature search, as it will assist the evaluation of your invention.
- iv. Describe in layman's terms how your invention works (or would work). Please include diagrams, images etc., which are necessary to illustrate the operation of your invention. In order for an invention to be patentable, the so called inventive steps should be clearly illustrated, i.e., non-obvious actions which are of vital importance in obtaining the benefits of the invention. Please identify any such inventive steps in this section.
- v. Describe the stage of development of the invention (e.g., idea conception stage, experimental stage, computer simulations stage, working prototype stage etc.). Please include data, photos etc. indicating the stage of development. Is additional development required? If yes, what is required and why? Will there be further development in the next 12 months? How do you expect to proceed within this time?

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- vi. What are the potential commercial applications of your invention? What about the economic potential?
- vii. Provide a list of relevant Peer reviewed publications and patents, published in scientific journals within the last 10 years.

3. Please include the names of all co-inventors. A co-inventor is a person who has contributed to the conception of the idea or offered an important element of the invention, either independently or jointly with others, during the development of the idea and its reduction into practice.

3.1. If necessary, the status of the inventor will be determined by a specialist lawyer. Please put an asterisk next to the main contact (attach additional sheets where necessary).

4.1. As funding often involves obligations imposed by the sponsor, please make sure you include all the external agencies, organizations, or companies that have provided any funding to each of the inventor for the research that led to the conception or the first reduction into practice of the invention. Please include companies that have supplied materials in exchange for intellectual rights.

4.2. Is there any other relationship pertaining to this invention that we should know about? If yes, please give the name of the company(ies) and describe the nature of this relationship(s). Have you provided consulting services to that company(ies)?

5. Please list, and attach copies where applicable, any Material Transfer Agreement or any other written or oral agreements used for the acquisition of any materials used in this invention. More specifically, please give information about:

1. Executed agreements which may give rise to restrictions on the commercial use of inventions arising, e.g. agreements related to materials or software provided under a transfer or license from third parties. Details of any rights to the invention that arise through industrial or third party support of the research, if no reference was made in Section 4.

6. This information is important in determining priority of the invention and/or legal barriers to patenting. For each question in the table, a reference to a written record supporting your declaration is recommended (e.g., laboratory notebook, letter, e-mail etc.). In case of oral disclosure, please state to whom. Please attach copies of all printed/written records. Please list any past or pending publication (i.e. any dissemination of information to companies or private individuals except University colleagues, which had not been provided, or will be provided, under a confidentiality status) that could be of interest to the invention. Where applicable, please state the names of journals, conferences etc.

Complete Section 6, taking into account the following:

- i. In patent law, conception involves the formulation, in the inventor's mind, of the complete means for solving a problem. The mere recognition of a desired result or of a problem or of a general approach to a solution, without the formulation of the physical structure to accomplish the desired result or to solve the problem, is not sufficient to constitute conception.
- ii. "First publication" means the first time any member of the general public (those outside the ECOE community), without confidentiality restrictions, had the opportunity of legal access to a written or printed description of the invention. The following could be considered, inter alia, as written public disclosures: presentations including slides, overheads, a computer display, blackboards or a posting on a website, or a dissertation submitted to the ECOE library.
- iii. The "first public oral disclosure" has the same meaning as in section 6ii above, but refers to an oral presentation to the general public (outside the ECOE community).
- iv. First "reduction to practice" involves actual and complete use of the invention for its intended purpose. Generally, this involves the physical construction of the invention and testing the physical

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implementation to determine whether it performs as expected. This is not always necessary if the invention can be fully described.

7.1. Based on your knowledge, give the names of commercial entities providing comparable technologies or working on the development of comparable technologies.

7.2. Based on your knowledge, give the names and addresses of commercial entities (include the names and addresses of specific contacts if known) who are interested or might be interested in the manufacture, use and/or further development of your invention. We would also like to know your thoughts on how your invention could be commercialized as well as an indication of your interest in getting involved in such a process.

8. Please list the names of all ECOE employees and students who contributed intellectually to this invention. Additionally, state any affiliations with other entities. Put an asterisk next to the main contact (attach additional sheets if necessary). **The signature of ECOE inventors is required.**

9. If an inventor is not an employee or a student of the University (that is they are not obligated to assign their rights to the invention to the ECOE) please provide the information listed in the table (attach additional sheets if necessary). **The signature of inventors outside the ECOE is not required.**