**INVENTION DISCLOSURE FORM (IDF)**

King Fahd University of Petroleum & Minerals

Innovation & Technology Transfer (ITT)

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| ***NOTE:*** *Please submit the following:*1. ***SOFT COPY****: Please start with a blank form. After completely filling this form, save it as* ***PDF*** *and email the file to* *iao-dtv@kfupm.edu.sa*
2. ***SOFT COPY****: Email to* *iao-dtv@kfupm.edu.sa* *a manuscript describing your invention that includes all technical theory and experimental details only in Microsoft Word file (there is no template; format of scientific articles may be used)*
3. ***HARD COPY****: Print this filled form,* ***SIGN*** *(and stamp on* [*Appendix B*](#_APPENDIX_C) *if applicable) and submit a hard copy at:*

*Innovation & Technology Transfer office (ITT)**Room# 1153, Ground Floor,* [*Innovation Cluster building*](https://goo.gl/maps/Ap2M57BKb5yy67z67) *(# 206), Dhahran Techno Valley* |

## TITLE OF INVENTION

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*NOTE: The term “Invention” herein includes any ideas and material that may qualify for patent or copyright*.

## CONTRIBUTOR(S)

1. *NOTE: Please list below all individuals who intellectually contributed to* ***conception of the invention.*** *In patent law, conception is defined as “the formation in the mind of the inventor, of a definite and permanent idea of the complete and operative invention”*

*NOTE: If more contributors are to be added in this section, please click on any part of existing table, and then click the*  *button once on the bottom right corner of the table (once your click the*  *button you may not be able to edit the previous table)*

*NOTE: Lecturer-Bs would have to select Student affiliation*

*NOTE: If any of the contributor(s) listed in section 2.a. is not affiliated to King Fahd University of Petroleum & Minerals - KFUPM i.e., neither an employee nor a student of KFUPM (“Non-KFUPM Contributor”) and no agreement was signed between KFUPM and the Non-KFUPM Contributor’s employer covering the collaborative research, then additionally submit the following:*

* ***Waiver Form*** *(*[*Appendix A*](#_APPENDIX_B)*) – filled and signed by the Non-KFUPM Contributor; click the*  *button once on the bottom right corner for an additional form*
* ***No Objection Letter*** *(*[*Appendix B*](#_APPENDIX_C)*) – filled, signed and stamped by employer of the Non-KFUPM Contributor (the relevant authority to sign and stamp can be Intellectual Property office, Technology Transfer office, Commercialization office, legal department of the employer organization; click the*  *button once on the bottom right corner for additional letter)*

*NOTE: The order in which inventors are listed below and thus listed in a filed patent has NO legal significance. Once a patent is filed in a government patent office, the order shall not be modified by ITT.*

*NOTE: Once a patent is filed in a government patent office, adding new individuals or removing one as inventor is ONLY possible after legal review of contribution and the Principal Contact providing reasonable justification on excluding the name in this form*

***^****NOTE: Country of Residence and City of Residence would appear on patent publication e.g., Dhahran (SA).*

*NOTE: Once a patent is filed in a government patent office, the residence data shall not be modified by ITT.*

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| **Are you affiliated to KFUPM?** |
| **YES** [ ]  | **KFUPM ID:** Click or tap here to enter text. | **KFUPM Employee** [ ] OR **KFUPM Student** [ ]  |
| **KFUPM Department / Center:** Click or tap here to enter text. |
| **KFUPM Email:** Click or tap here to enter text. |
| **NO** [ ]  | **Name of your current employer:** Click or tap here to enter text. |
| Is there any agreement signed between KFUPM and your organization covering research work that generated the invention? **YES** [ ]  **NO** [ ]  * *If yes, please email a copy of such agreement to* *iao-dtv@kfupm.edu.sa*
* *If no, submit* [*Appendix A*](#_APPENDIX_B) *and* [*Appendix B*](#_APPENDIX_C)
 |
| **Email:** Click or tap here to enter text. |
| **Prefix:**  Choose an item. | **Age (years):** Click or tap here to enter text. |
| **Full Name (Arabic):** Click or tap here to enter text. |
| **Full Name (English):** Click or tap here to enter text. |
| **Country of Citizenship:** Click or tap here to enter text. |
| **^Country of Residence:** Click or tap here to enter text. | **^City of Residence:** Click or tap here to enter text. |
| MAILING ADDRESS |
| Click or tap here to enter text. |
| **City:** Click or tap here to enter text. | **State/Province:** Click or tap here to enter text. |
| **Postal Code:** Click or tap here to enter text. | **Country:** Click or tap here to enter text. |
| **FOR ITT & ATTORNEY USE** |
| **Patent assignment to**: KFUPM [ ]  OR Other Click or tap here to enter text. |
|  |

1. ONLY if more than one contributor is listed in above table at 2.a., please nominate one KFUPM affiliated contributor who will serve as point of contact for the invention (“Principal Contact”):

|  |  |  |  |
| --- | --- | --- | --- |
| i. | Name | : |       |
| ii. | Email address | : |       |
| iii. | Mobile  | : |       |

*NOTE: Contributor not affiliated with KFUPM* ***CANNOT*** *be the Principal Contact*

*The Innovation & Technology Transfer office and its appointed attorney shall communicate ONLY with the Principal Contact mentioned above for all matters related to the invention including, but not limited to, patent prosecution, marketing, commercialization.*

*The Principal Contact shall be responsible when needed to communicate and deal with the other contributors listed at 2.a. including getting required signed documents*

*NOTE: If only one contributor is listed at 2.a., the same individual shall be the Principal Contact for the invention*

1. **Please describe how each individual listed in section 2.a. intellectually contributed to the conception of the invention:**

*NOTE: If more contributors are to be added, please click on any part of existing table in 2.c. and click the*  *button once on the bottom right corner of the table for each additional contributor*

*NOTE: US Patent & Trademark Office (USPTO) defines an inventor as “Unless a person contributes to the conception of the invention,* ***he is not an inventor….*** *reduction to practice, per se, is irrelevant”*

*NOTE: following are samples of reduction to practice contributions that* ***DO NOT*** *help qualify an individual contributor as an inventor: prepared experiments, suggested tests, managed the project, developed proof of concept, prepared or collected test sample, prepared material, performed characterization, conducted (any part of) experiment, conducted computer simulation, prepared prototype, synthesized material in lab, collected data, performed data analysis, performed data interpretation, explained the data, performed calculations, interpreted the results, explained the results, compiled outcomes, provided material, provided chemical, provided equipment, provided access to lab, literature search, wrote manuscript, prepare figures or tables, reviewed the manuscript, suggested industrial application of the invention.*

*NOTE: following are samples of contributions that are vague for the purpose and* ***SHOULD NOT*** *be used here: coordinated the work, guided or supervised the research work, was thesis supervisor, was principal investigator, idea development, owner of idea, proposed main idea, improved the idea, was project manager, participated in research or experiments or development work, participated in discussions, conceptualized, planned*

*NOTE: Contribution of each individual contribution should be different e.g. Dr. X proposed novel adsorbent of MgO and amine, Ms. Y proposed a novel method of synthesis, Mr. Z proposed the idea of heating at 120°c for synthesis*

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| **Name of Contributor:** Click or tap here to enter text. |
| **Contribution to concept of the invention:** Click or tap here to enter text. |

## **Was this invention developed with the use of any research grant or contract funds?** YES [ ]  NO [ ]

If YES, please provide the details below

|  |  |  |
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| Contract or Project or Grant no(s). | External research sponsor if any (e.g., Saudi Aramco, SABIC, K.A.CARE etc.) | Name of KFUPM’s Principal Investigator |
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*NOTE: Accurate and complete sponsorship information is necessary to fulfill KFUPM’s obligations under research grant and contracts. The information provided can be helpful to determine KFUPM’s Intellectual Property (IP) rights.*

## Public disclosures of the Invention

Were there any prior public disclosure(s) or are there any anticipated disclosure(s), either written or oral, of the claimed invention? **YES** [ ]  **NO** [ ]

If YES, please select appropriate box(es) below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PUBLIC DISCLOSURE | STATUS |  | WHERE | DATE |
| Journal | Submitted | [ ]  |       | Click here to enter a date. |
|  | Published | [ ]  |       | Click here to enter a date. |
| Conference | Submitted | [ ]  |       | Click here to enter a date. |
|  | Presented | [ ]  |       | Click here to enter a date. |
| Oral Presentation | MS / PhD defense [ ]  |       | Click here to enter a date. |
|  | Seminar | [ ]  |       | Click here to enter a date. |
|  | Other | [ ]  |       | Click here to enter a date. |
| Poster Presentation |  |       | Click here to enter a date. |

*NOTE: Please submit a soft copy of journal or conference article or thesis/dissertation if applicable by email to:* *iao-dtv@kfupm.edu.sa*.

*NOTE: If any author from a research article mentioned above was not listed in table 2.a., then the invention cannot be processed by ITT, unless the author sends an email to* *iao-dtv@kfupm.edu.sa* *mentioning that the author did not intellectually contribute to the claimed invention. Thus, the author is not an inventor and has no objection to be excluded as a co-inventor from any patent application(s) that may be filed for the invention.*

## Please list advantages of the invention compared to commercial products / technologies currently available in market

*NOTE: Patent is an investment of KFUPM for possible commercialization. So, the claimed invention is expected to solve an industrial problem and offer competing advantages*

*NOTE: For this section, please do not compare with scientific literature*

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| **Company Name** | **Name of company’s product or technology** | **Advantages of the invention over the competing product or technology** |
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## What commercial product(s) or commercial service(s) may be sold using the invention:

*NOTE: Please be clear and specific e.g. portable device for on-field measurement of mud properties such as…, corrosion inhibitor for offshore oil and gas production facilities, water treatment service for produced water to remove…, online portal (or app) to identify nearest charging station for EVs considering distance and cost*

*Note: Please do not to refer future sponsored research as potential commercial service*

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| **Industry** | **Details of commercial product(s) / service(s) that may be sold** |
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## DECLARATION & ASSIGNMENT

I (We) shall timely respond at each stage of the patenting process as per timeline below:

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| **Stage of Patent Process** | **Response Period** |
| Disclosure Review or Patent Search | Contributor(s) will respond with comments within 3 weeks |
| Patent Application – Questions from application writers | Contributor(s) will respond with answers within 2 weeks |
| Completed Draft of Patent Application | Contributor(s) will respond with comments, changes, or, if satisfied with the draft, signatures within 2 weeks |
| Office Action  | Contributor(s) will respond with comments within 1 month |

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| Contributor’s name | Click or tap here to enter text. |
| Contributor’s signature |  |
| Date of signing | Click here to enter a date. |

[ ]  I acknowledge reading all instructions carefully before filling this form and confirm that all information provided herein is accurate, correct and complete.

[ ]  I hereby assign all rights, title and interest to this invention to King Fahd University of Petroleum & Minerals (KFUPM), and agree to execute all documents that are requested, assigning to KFUPM my rights in any patent application filed from this invention, and to cooperate with KFUPM’s Innovation & Technology Transfer office in protection and commercialization of this invention. I agree and aware that KFUPM shall share with the inventor(s) any license revenue derived from the invention as per its Intellectual Property policy.

*NOTE: If more contributors are to be added, please click on any part of existing table and then click the*  *button once on the bottom right corner of the table for each additional contributor*

# APPENDIX A

**WAIVER FORM**

**WAIVER OF ANY AND ALL INTEREST IN INTELLECTUAL PROPERTY**

I am currently an employee of **Click or tap here to enter text.** and collaborated with **Click or tap here to enter text.** (“Principal Contact”) to generate an Intellectual Property i.e., an invention titled **Click or tap here to enter text.**

I hereby acknowledge and agree to the following:

1. (A) “Intellectual Property” means any and all art, method, process, procedure, invention, idea, design, concept, technique, discovery, improvement or moral right, regardless of patentability, as well as any patents, patent applications, copyrights, trademarks, service marks, trade names, trade secrets, know-how or other intellectual property rights recognized in any country or jurisdiction in the world, which is developed by me in association with and/or jointly with Principal Contact including, but not limited to, that which is developed with the use of any KFUPM facilities, equipment and/or other KFUPM resources including, but not limited to, Principal Contact.

(B) “Intellectual Property Protections” means the registration, application, filing, prosecution or maintenance of a patent, copyright, trademark or other protective measure for Intellectual Property.

1. King Fahd University of Petroleum & Minerals (“KFUPM”) is the owner of all right, title and interest in and to the Intellectual Property. I hereby assign to KFUPM all of my rights and interests in and to the Intellectual Property.
2. KFUPM may, in its sole discretion, file, prosecute and maintain Intellectual Property Protections anywhere in the world for the Intellectual Property. Such right to maintain Intellectual Property Protections shall reside solely with KFUPM and its authorized agents, representatives and designees. To the extent, KFUPM, or its authorized agents, representatives and designees, require my assistance in conjunction with the filing, prosecution and/or maintenance of the Intellectual Property Protections, I shall cooperate with KFUPM and its authorized agents and representatives.
3. KFUPM is free to publish materials (including, but not limited to, reports and papers of research and other activities related to the Intellectual Property and/or its development). Any such reports or papers may refer to the fact that the Intellectual Property was developed with my participation and may, further, acknowledge my role therein, it being understood that such reference shall be made in the KFUPM’s sole discretion. I hereby grant KFUPM the right to use my name only in conjunction with any such publication as described herein.
4. KFUPM may, in its sole discretion, market the invention and license the Intellectual Property to any third party for commercialization.
5. KFUPM shall share with the inventor(s) any license revenue derived from the Intellectual Property as per its Intellectual Property policy
6. I hereby represent and warrant that my waiver and/or assignment of the Intellectual Property rights as specified herein neither conflicts with nor violates any other obligations, terms or conditions I may have pursuant to any other contract(s), policy(ies) and/or regulation(s) with any third party(ies).

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| Date: | Click here to enter a date. | Name | : | **Click or tap here to enter text.** |
|  | Title | : | Click or tap here to enter text. |
|  |  | Signature | : |  |

# APPENDIX B

**NO OBJECTION LETTER**

To,

Director General,

Innovation & Technology Transfer office,

King Fahd University of Petroleum and Minerals (KFUPM),

Dhahran, Saudi Arabia.

iao-dtv@kfupm.edu.sa

Subject: No claim of rights in Intellectual Property

As an authorized representative of **Click or tap here to enter text.**, this letter confirms our awareness of collaboration between our employee(s) **Click or tap here to enter text.** and **Click or tap here to enter text.** from King Fahd University of Petroleum and Minerals (“KFUPM”). The collaboration resulted in an invention titled **Click or tap here to enter text.** (“Intellectual Property”).

Our university/organization is aware that our employee has executed a document titled “Waiver Form” stating that KFUPM is the owner of the Intellectual Property, and that our employee has waived any claim of such rights and assigned all associated rights in the Intellectual Property to KFUPM.

Our university/organization does not object to the waiver and assignment of Intellectual Property rights, and our university/organization does not claim any rights in the Intellectual Property. Further, our university/organization acknowledges that it has no share in any licensing or other revenues that may be accrued by KFUPM from the Intellectual Property.

KFUPM may, in its sole discretion, file and prosecute any patent application(s) for the Intellectual Property by including our employee as a co-inventor, and to have any such patents issued solely to KFUPM as owner.

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| Sincerely, |  |  |
| Name of Signer | : | **Click or tap here to enter text.** |
| Title of Signer | : | Click or tap here to enter text. |
| Signature | : |  |
| Date | : | Click here to enter a date. |
| Stamp | : |  |

**FOR ITT OFFICE USE**

Director General, Innovation & Technology Transfer office:

Remarks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_