The research commercialisation office of the University of Oxford, previously called **Isis Innovation**, has been renamed **Oxford University Innovation**

All documents and other materials will be updated accordingly. In the meantime the remaining content of this Isis Innovation document is still valid.

URLs beginning www.isis-innovation.com/... are automatically redirected to our new domain, www.innovation.ox.ac.uk/...

Phone numbers and email addresses for individual members of staff are unchanged

Email : enquiries@innovation.ox.ac.uk

INVENTION RECORD	Project number: (for Isis use)

The invention record is a written description of your invention. It fulfils several important purposes:

- It helps Isis to assess whether the work is patentable;
- It helps the patent attorney to prepare the draft patent, if Isis decides to proceed with patenting;
- It helps give Isis and the University's Intellectual Property Due Diligence team an early indication as to the University's ownership of your invention, and identify issues which will need to be addressed downstream; and
- It provides an important record of the date of invention, which can become important in future patent process.

IMPORTANT: Discussions between you and Isis about your invention are confidential. To avoid any inadvertent public disclosure of your invention please consider all discussions about the invention confidential. Please use Confidential Disclosure Agreements to protect discussions with anyone outside the University. Please ask Isis for advice.

Please answer the following questions, either on these two pages or on separate sheets.

1. Descriptive Title of the Invention.

Please type here

2. Who was involved? Please tell us for each individual who contributed, invented or authored (if software):
   a. Their names and if any are foreign nationals;
   b. Who their employer is, and if this is not Oxford, are any contracts or arrangements in place?
   c. What they contributed to the development of the technology (e.g. came up with the original idea; designed experiments; carried out experimental work; wrote code)

Name	Nationality	Employer(s)	What did this person contribute?

IMPORTANT NOTE: Inventors must be legal inventors according to the definition in patent law (please ask your Isis Technology Transfer Manager for guidance if necessary). Software Authors are those who actually wrote the code and thereby created the copyright. The University also has a mechanism for rewarding contributors who are not inventors or authors but who have made a significant and identifiable contribution to the intellectual property, and revenue distribution to all individuals is dealt with through the IP2 form.

Please add rows or supply further detail on a separate sheet if there is not enough room.

Please tell us about your invention:

> What do you think your invention is?
>
> What will your invention be used for?
>
> What are the advantages of your invention and how does it improve on the present situation?
>
> What is new about your invention?
>
> How and why does it work? What is the science behind the invention?
>
> Are there any other uses of the invention?

4. Are you aware of any companies who have an interest in the area, e.g. companies who sponsor research or who attend relevant conferences? If so, please supply the companies' names (and contact details, if you have them).

> *Please type here*

5. Do you know of any published literature (including patents) relevant to your invention? Have you done any searching for published literature, and if so where? Please provide any details.

> *Please type here*

6. Please tell us the story of the development of the invention:

> When and where was the invention first conceived?
>
> When was the invention first reduced to practice?
>
> What practical work has been done to date on the invention? Has the invention been tested in the laboratory or has it been used? If so please give results.
>
> Who did what in the development of the invention?

7. What are your future plans for developing the technology? Do you have funds in place for this work, and what do you think you will achieve in this area in the next 12 months?

Please type here

8. Who have you told about the invention? When did you do this and where?

Please type here

9. When did you first describe the invention in writing or electronically? Do lab book records exist, or personal notes?

Please type here

10. Have you published, verbally, electronically or in writing, anything relevant to the invention, and if so when and what? Please tell us about abstracts, web pages and presentations as well as any published articles.

Please type here

11. Do you have plans to publish the work? If so, what is the timescale and where will the publication take place? If a draft paper exists please provide a copy.

Please type here

12. What is the funding background of the work you've done on the invention? Did you use any equipment, materials, samples, gifts or other in kind support provided by third parties, or biological materials obtained from humans? If so, please give details; specifically: was patient consent obtained?

Please type here

For inventions that include software please provide the following additional information.

13. Please provide the software application name and version number.

Please type here

14. For source code developed by the researchers identified in question 2 above:

What source files were used? Please provide a list.

Which programming languages were used?

Which development tools were used to create or generate the source files? Please provide a list.

What copyright protection notices are included in the source files?

For new versions, which source files have been changed, added or removed since the previous version?

What documentation or other files are required for others to use, develop and maintain the software? Please provide a list.

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

Are the source files are available as a web download? If so, please provide the download URL and state the terms under which the download is available.

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

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

Which organization owns each piece of software?

How was each piece of software obtained?

Please provide details of the licence terms, or if it was a standard Open Source licence please provide the name of that licence.

Please sign and date the Invention Record below.

Signature:

Name:

Date:

The completed form should be returned to:
Isis Innovation Ltd, Ewert House, Ewert Place, Summertown, Oxford OX2 7SG
T +44 (0) 1865 280830
F +44 (0) 1865 280831
E innovation@isis.ox.ac.uk

The next steps are for an Isis Technology Transfer Manager to discuss the invention with you. Further detailed forms are required to establish correct legal ownership of the intellectual property rights.