# INTELLECTUAL PROPERTY RECORD

# **Project number: (for OUI use)**

The intellectual property record is a written description of the intellectual property (IP) you have created. It fulfils several important purposes:

* It helps Oxford University Innovation (OUI) to assess what forms of IP protection are appropriate for your work, for instance whether the work is patentable;
* It helps the patent attorney to prepare the draft patent, if OUI decides to proceed with patenting;
* It helps give OUI and the University’s Intellectual Property Rights Management team an early indication as to the University’s ownership of your IP, 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.

There are a number of types of IP, including patents, copyright, datasets and databases. Software is protected by copyright and may also be patentable. Some of the following questions are more applicable to some types of IP than others.

IMPORTANT: Discussions between you and OUI about your IP are confidential. To avoid any inadvertent public disclosure of your IP please consider all discussions about the IP confidential. Please use Confidential Disclosure Agreements to protect discussions with anyone outside the University. OUI can help and provide advice on this.

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

1. Descriptive Title of the IP.

*Please type here*

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 OUI Licensing & Ventures 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 IP, 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.

3. Please tell us about your IP:

What do you think the IP is?

What will the IP be used for?

What are the advantages of your IP and how does it improve on the present situation?

What is new about your IP?

How and why does it work? What is the science or methodology behind the IP?

Are there any other uses of the IP?

*Please type here*

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 IP? Have you done any searching for published literature, and if so where? Please provide any details.

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

When and where was the IP first conceived?

When was the IP first reduced to practice?

What practical work has been done to date on the IP? Has the IP been tested in the laboratory or has it been used in other ways? If so please describe and give any results.

Who did what in the development of the IP?

7. What are your future plans for developing the IP and/or any technology relating to it? 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*

*Please type here*

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

*Please type here*

9. When did you first describe the IP 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 IP, and if so when and what? Please tell us about abstracts, web pages and presentations as well as any published articles.

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*

*Please type here*

1. What is the funding background of the work you’ve done on the IP? Did you use any equipment, materials, data, 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?**For intellectual properties that include software please provide the following additional information.**
2. Please provide the software application name and version number, and the tools used to create the software

*Software name and version:*

*Tools/programming languages used to create the software:*

1. For source code developed by the researchers

List files that ‘you’ created that form part of the Software and any related libraries or databases.

[add here]

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

a) List software, libraries, databases or web pages/sites that were created by another person or organisation that your Software links to. Please include links to the Licences for each of the listed items or the URL for where you first downloaded/accessed each file, library, database, etc.

[add here]

and;

b) List software, libraries, databases or web pages/sites that were created by another person/organisation and that you edited before including within your Software. Please include links to the Licences for each of the listed items or the URL for where you first downloaded/accessed each file, library, database, etc.

[add here]

1. If possible, please provide the following additional information

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.

Please sign and date the IP Record below.

Signature:

## Name:

Date:

The completed form should be returned to:   
Buxton Court, 3 West Way, Oxford OX2 0SZ

T +44 (0) 1865 280830  
F +44 (0) 1865 280831  
E [enquiries@innovation.ox.ac.uk](mailto:%20innovation@isis.ox.ac.uk)

The next steps are for an Oxford University Innovation Licensing & Ventures Manager to discuss the IP with you. Further detailed forms (IP1 and IP2) are required to establish correct legal ownership of the IP rights.