



Reference No. (this space for UILO use only): _____

Disclosure of Intellectual Property

Please complete each section of this form and attach additional material as appropriate.

1. Title of Intellectual Property:

2. Inventor(s)/Creator(s) Information: *(Attach additional forms if more than two inventors/creators.)*

Name:		Citizenship:	
Faculty/Department:		Position/Title:	
Social Insurance Number:		Fax:	
Office Phone:	Home Phone:	Cellular:	
Email:		Website:	
Office Address:		Home Address:	
City:	Province:	City:	Province:
Postal Code:		Postal Code:	

Name:		Citizenship:	
Faculty/Department:		Position/Title:	
Social Insurance Number:		Fax:	
Office Phone:	Home Phone:	Cellular:	
Email:		Website:	
Office Address:		Home Address:	
City:	Province:	City:	Province:
Postal Code:		Postal Code:	

3. Distribution of Contribution:

Joint inventors/creators should briefly describe each of their contributions to the conception of the invention and the percentage of effort for each (totally 100%).

Percentage	Inventor/Creator Name	Brief Description of Contribution
%		
%		

Text boxes will expand to accommodate content.

4. State in general terms the purpose of the invention. Is it a new product, process or composition of matter, or a new use for or improvement to an existing product, process or composition of matter?

5. Identify features that are believed to be new, unexpected or critical.

6. Describe the development status of the IP (i.e. concept, laboratory tested, prototype.) Indicate any further development that may be necessary.

7. Describe, to the best of your knowledge, the closest known methods of performing the function of the invention and any disadvantages. Explain how the new features of the invention differ from the closest known methods. Indicate any known patents or publications that describe such methods.

8. Give a complete detailed description of the best mode for utilizing your invention with an emphasis on the new features or improvements over the known methods. Provide data or other evidence of the feasibility or operability of the invention. Attach any visual material that may be available such as sketches, graphs, drawings or photographs.

9. State the advantages of your invention over what has been done before, the problems it solves, or new applications achieved. Indicate any disadvantages or limitations and explain how they might be overcome.

10. Indicate any alternative embodiments, procedures or methods of construction for the invention.

11. Identify the grants, contracts, or other sources of funding that directly contributed to the conception and development of the invention as herein disclosed. Please provide the grant number, granting agency, as well as the name of the Office and contact person that manages each grant. Indicate if the invention was made as part of one's assigned duties or with the use of The University of Regina's facilities or services.

Contract/Grant #	Sponsor/Granting Agency:	Contact Person:
Are you a party to any other agreement(s) pertaining to the invention (e.g. material transfer, collaboration, patent agreement with another entity)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, please list:	Company Name	Type of Agreement

12. If work on the invention is to be continued, indicate the sources of funding and the nature of the work.

13. Provide name, date and a copy of any publication, presentation or abstract (oral or written) as well as any proposed publication, presentation or abstract, which mentions or describes the invention as disclosed herein. Separate and identify general, non-enabling publications from those that disclose the critical elements of the invention.

14. Provide a chronology of the principal events in the conception and development of this Intellectual Property.

Event	Date	Reference/Comments
(a) Earliest conception date. Is there substantiating evidence such as a notebook or a witness?		
(b) Dates of oral or written disclosures to other persons and names of such persons. Include future public disclosures.		
(c) First written records and availability of such records.		
(d) Dates and results of first test of invention and first successful test.		

15. Provide information, including key words, to assist with a search for prior art.

CONFIDENTIAL

16. Signatures

Each co-creator must sign and date the last page of the disclosure. Additionally, the invention disclosure should then be read and signed by a witness who understands it.

Inventor(s)/Creator(s)	Witnesses (must not be co-inventor/co-creator)
	I have reviewed and understood this intellectual property disclosure.
Print Name (s)	Print Name
Date:	Date:

Inventor(s)/Creator(s)	Witnesses (must not be co-inventor/co-creator)
	I have reviewed and understood this intellectual property disclosure.
Print Name (s)	Print Name
Date:	Date:

Forward completed forms to: University-Industry Liaison Office
 Room 428 – Administration-Humanities Building
 University of Regina
 Regina, Saskatchewan S4S 0A2
 Tel: (306)585.4269 Fax: (306)585.4893
 Email: uilo@uregina.ca
 Website: <http://www.uregina.ca/uilo>

We will contact the reporting inventor/creator to discuss the various options available for commercial development. It is the responsibility of each inventor/creator to inform the UILO of any address change as long as this file is active.

Acknowledgement of receipt by the University of Regina

<i>To be completed by UILO</i>	
Ian Bailey, Director – University-Industry Liaison Office	Date
UILO Representative responsible for this file	Telephone