

Docket Number	Invention Disclosure Form Tshwane University of Technology	Responsible Person
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INSTRUCTIONS:

1. All disclosures of inventions, plant bred varieties, functional designs and computer programmes have to be made on this form
2. Please complete the form fully by using the instructions provided throughout the form as guidelines
3. Once complete, please click on “file”, then “save as”, then “tools” (towards the top right hand corner), then “security options”
4. Please select a password and enter it in both the fields “password to open” and “password to modify”.
5. Click on “okay”
6. Please re-enter the same password in the field “reenter password to open”
7. Please email the protected form to the Directorate of Research and Innovation
8. Please provide the Innovation Manager with the password either by phone (+27 12 382 4985) or by fax (+27 12 382 5325)
9. **Ensure that you keep your password safe and that you give it to no other but the Innovation Manager**

1. TITLE OF INVENTION - <i>(Use a brief but concise title to best name the invention.)</i>

2. DESCRIPTION OF INVENTION
2.1 Describe the general purpose of the invention - <i>(Describe the potential application of the invention. Technical details should be limited.)</i>
2.2 Explain the problem that the invention solves - <i>(Identify and describe the technical or commercial problem that the invention would solve in the fields of trade or industry or agriculture.)</i>
2.3 Technical description of the invention - <i>(Provide a detailed technical description of the invention. Use diagrams to aid in your description if need be. Also highlight aspects of the invention that make it unique.)</i>
2.4 Keywords - <i>(Provide a short list of keywords that highlight the important aspects of the invention. This will be used as a basis for conducting the necessary searches.)</i>
2.5 Indicate the development stage of invention - <i>(Indicate if a laboratory prototype, a full-scale prototype, a model system, a complete product, a software programme is available. Also briefly mention what additional development will be required to realise a near-ready product/service/process.)</i>

<p>3. INVENTION CONTRIBUTORS ASSESSMENT - <i>(List the details of all researchers, developers and technicians that have contributed to the development of the invention. An inventor is an individual who has scientifically or technically contributed an essential element, not just concepts and ideas.)</i></p>
<p>3.1 Contributor 1</p> <p>Name: Organisation: TUT Email: Brief description of contribution:</p>
<p>3.2 Contributor 2</p> <p>Name: Organisation: Email: Brief description of contribution:</p>
<p>3.3 Contributor 3</p> <p>Name: Organisation: Email: Description of contribution:</p>

<p>4. OBLIGATIONS TO THIRD PARTIES</p>
<p>4.1 FUNDING CONTRIBUTION TO THE DEVELOPMENT OF THE INVENTION - <i>(List the details of all funds used for the development of the invention to this point.)</i></p>
<p>4.1.1 Funding contributor 1</p> <p>Amount of funding: Funding organisation:</p>
<p>4.1.2 Funding contributor 2</p> <p>Amount of funding: Funding organisation:</p>
<p>4.1.3 Funding contributor 3</p> <p>Amount of funding: Funding organisation:</p>
<p>4.2 THIRD PARTY AGREEMENTS - <i>(Indicate if the invention was developed under any third party agreements. If so, list the associated organisation and the type of agreement (for example, investment agreement, consortium agreement, licensing agreement, confidentiality agreement, material transfer agreement, intellectual property agreement, etc.).</i></p>
<p>4.2.1 Agreement 1</p>

Organisation: Type of agreement:
4.2.2 Agreement 2
Organisation: Type of agreement:

5. TRANSFER
5.1 List any organisations that could be interested in the invention
5.2 List any competing technologies/products/services/processes that you know of

6. INVENTION HISTORY		
Event	Date	References and Comments
6.1 First reduction to practise		
6.2 First public disclosure		
6.3 Future public disclosures		