



GUIDE TO THE U OF T INVENTION DISCLOSURE FORM

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The **Inventions Policy** is used to record inventions made at U of T using U of T resources and/or facilities. It is used to satisfy the Inventor’s obligations under the Inventions Policy.

For the purposes of the Inventions Policy and the invention disclosure form, an invention is defined as something which is more than an idea, theorem or algorithm. In patent terms, it should be new, useful and not obvious. The Invention Disclosure should include data for preparation, fabrication or assembly of the invention, and results of its use. It should be narrowly defined so that it may be distinguished from other similar things that can be found in open or patent literature. The benefits and advantages of the invention should be stated in comparison to things that are already available.

SUBMISSION INSTRUCTIONS

Please send an electronic draft of the disclosure form to the IP Officer at ip.officer@utoronto.ca for review prior to obtaining signatures.

Once reviewed for completeness and accuracy, the completed and signed form should be returned to the IP Officer via email at ip.officer@utoronto.ca, in-person, or by mail.

DISCLOSURE FORM EXPLAINED

FIELD NAME	INSTRUCTION	ADDITIONAL NOTES
1. Title of Invention	Provide a brief, unique identification for the Invention	The title may become public and is used as the identification in agreements. Do not reveal novel and useful features of the invention in the title.
2a. U of T Inventors	- Legal names for each inventor. - UofT Personnel No/Student number. - Department affiliated with at UofT. -E-mail, Contact Information (Permanent address NON-UofT), Contribution percentage.	All faculty, staff, students, or visiting scientists who used U of T facilities in creating the Invention and provided an inventive contribution must be listed here. All fields in the table should be completed to verify the Inventors’ status and allow us to contact them directly. Please provide your permanent, non-U of T mailing address so that we can contact you in the future if there are any developments on your invention (e.g. revenue).
2b. External Inventors	Name all Inventors who worked off U of T premises	Include cross-appointed faculty or other personnel of U of T’s affiliated hospitals, who invented and did their work at the hospital, as well as collaborators at other institutions, agencies, and companies. If no external inventors write “none”.
2c. Contributors	Name all persons who made useful and valuable contributions to the Invention, but did not	Persons who worked solely following the instructions of their supervisor without contributing novel input to the Invention, or who simply tested or validated the Invention, do not qualify as Inventors. If all the Inventors agree, Contributors may receive a

	qualify as Inventors in 2a and 2b.	portion of revenues from commercialization of the Invention, the amount to be specified in a Revenue Sharing Agreement.
3. Location(s) of Work	Specify the department(s) and building(s) at U of T used in the creation of the Invention. Identify other locations external to U of T, including contact information.	This information allows us to determine which departments are entitled to a share of revenue under the Inventions Policy. The location of the work also determines distribution of revenues in cases where faculty are cross-appointed. This information allows U of T to properly inform other parties about the disclosure and for subsequent negotiation of inter-institutional or joint ownership agreements.
4. Invention Description	Summarize the Invention, identifying its novel and useful properties. Attach a detailed description and as much data as is available showing that the Invention works for its proposed purpose. If the Invention is an improvement to a prior disclosure, identify it and explain why the new Invention is different.	This information is necessary to evaluate inventiveness, patentability, and potential for commercialization.
5. Dissemination	List any prior public disclosures, including the date each disclosure occurred. This can include any abstracts, oral talks, presentations, presentations, posters and/or publications.	Prior public disclosures may impact patentability, or limit patentability in certain countries.
6. Funding	State accurately and completely the funding received which directly supported the research which led to the Invention.	Funding includes support for salaries and research materials. The sponsor, project title, and RIS fund number are needed to locate the funding agreement and identify any legal encumbrances on the Invention. If appropriate U of T will report the Invention to the funding sponsor.
7. Related Agreements	Identify any agreement governing the research that is not declared under Funding in 6. This can include Material Transfer Agreements (MTA), Inter-institutional Agreements (IIA), and/or Collaboration Agreements.	The Invention is also subject to the terms of any of these agreements. If this Invention is an improvement or addition to a prior Invention, identify the prior Invention and the assignment that governs it. Specify the contractual party and the date so that the agreement can be located and that party notified of the new disclosure.
8. Patent Applications	Identify any patent or patent application already filed related to the disclosed Invention.	Include complete information including the kind (US Provisional, Canadian, PCT), filing number, title, and date of filing. Attach a copy.
9. Warranty & Signature	Sign and date the document when all the information is complete and correct.	Your signature guarantees the accuracy of the information contained in the disclosure. If substantial changes are made later a revised disclosure will be necessary. External Inventors are not required to sign the disclosure.

If you need any assistance or require more information on the disclosure process, please contact the IP Officer at ip.officer@utoronto.ca or 416-978-7833.