

USEFUL INFORMATION ON FORMS USED IN THE INTELLECTUAL PROPERTY PROCESS

Invention Disclosure Form

An **invention disclosure**, or **invention disclosure form**, is a confidential document by a company's patent department, or by an external patent attorney, to determine whether patent protection should be sought for the described invention. It may follow a standardized form established within the organization

An invention disclosure within an organization may go through the following stages:

1. Submission of the invention disclosure details by the inventor.
2. Review of the disclosure by business and technical reviewers. The reviewers decide whether to 'pursue' or 'not to pursue' based on its perceived novelty or business importance.
3. If the disclosure is accepted to be pursued further, a patent attorney is assigned for preparing a patent application.

The disclosure form is the first legal record of the invention, and therefore should be completed as thoroughly as possible. The disclosure form and background materials should be submitted to the Mona office for Research and Innovation (MORI) office as soon as the technology is reduced to practice, or no less than thirty days prior to an anticipated public disclosure (e.g., poster, presentation).

Non-Disclosure Agreement (NDA)/Confidentiality Agreement (CA)

An NDA/CA is an agreement between the university and an outside entity (company, person etc.) that is used to facilitate discussions of information that is wished to remain out of the public. For companies, sharing of their business needs and development problems can lead towards developing solutions with university personnel, but would also want such needs and problems to not be known to their competitors. For universities, maintaining confidentiality can preserve rights (domestic and foreign) to inventions.

If you would like an NDA/CA for licensing purposes, sponsored research, or collaboration, please contact the Mona Office for Research and Innovation at mori@uwimona.edu.jm or telephone number 970-3175 or internal extensions 2182, 2190, 2192.

Materials Transfer Agreement (MTA)

MTA terms define the permitted use of the materials, for example, non-commercial research use only, for a specific research project, and not in humans. MTA terms also protect the providing institution from any liability that might arise from the use of the materials by the recipient, and protect the research interests of the providing scientist. A fully executed Material Transfer Agreement (MTA) is required prior to your sending materials to a third party.

If you would like an MTA, please contact the Mona Office for Research and Innovation at mori@uwimona.edu.jm or telephone number 970-3175 or internal extensions 2182, 2190, 2192.

License Agreement

An agreement between a licensee and the university in which the company obtains sole rights to use the intellectual property. A license allows an intellectual property rights holder (the **licensor**) to make money from an invention or creative work by charging a user (the **licensee**) for product use. This type of agreement is sometimes limited to a defined period of time.

If you would like to enter into a license agreement, please contact the Mona Office for Research and Innovation at mori@uwimona.edu.jm or telephone number 970-3175 or internal extensions 2182, 2190, 2192.

Trademarks

A trademark is a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises. Trademarks are protected by intellectual property rights.

If you would like to apply for a trademark, please contact the Mona Office for Research and Innovation at mori@uwimona.edu.jm or telephone number 970-3175 or internal extensions 2182, 2190, 2192