IMPORTANT NOTES:

In order to properly and timely protect the rights of all involved persons, please fill out and submit this Form immediately after the creation of any relevant intellectual property.

This Form is a detailed written description of your invention, the purpose of which is to accurately and precisely determine the relevant facts related to your invention, software or other intellectual property right. By entering the correct information in this form, you allow the persons engaged in the Center for Transver of Technology and Innovation (CTT) to obtain relevant information regarding your invention that allows for an assessment of whether the invention meets the requirements for protection and whether it has the potential for commercial exploitation.

It is very important that you enter correct and complete data when filling out this Form; inaccurate or incomplete data may lead to the failure of the patent application or subsequent restrictions on the commercialisation of the intellectual property.

All information exchanged between you and the employees of CTT is strictly confidential. In order to avoid publication or misuse of your invention or work, please always sign a Non-disclosure Agreement in any communication with third parties.

Please submit the completed and signed Form to the following address:

with the mandatory indication: **"DO NOT OPEN!"**

Center for Transver of Technology and Innovation

Scientific Veterinary Institute „Novi Sad“

Rumanački put 20

21113 Novi Sad

Е-mail: ctt@niv.ns.ac.rs

In case you have any questions regarding this Form, please contact the following address: е-mail: ctt@niv.ns.ac.rs

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| **PROJECT NAME:** |
| **Type of right** [*circle*] | Patent Trademark DesignCopyrightTechnological knowledge Database Other:   |

**I. OWNERSHIP OF THE INVENTION/WORK**

A. **PRINCIPAL INVENTOR OR AUTHOR**

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| --- |
| Name and surname:     |
| Institute:   |
| Position:  |
| Home address:  |
| Phone:      |
| E-mail: |

NOTE: All correspondence with and questions to inventors/authors should be directed to the contact address of the principal inventor/author.

Please notify the Technology Transfer Office of any change of residential address. In case of impossibility to get in touch with you, possible applications for patent approval may be suspended.

B. **DATES OF THE INVENTION**

First recorded date of invention:

The date when your employment relationship with the current employer began:

Is there an earlier record of the conception of the invention (drawing, notes in the laboratory diary, report, etc.), which:

(a) contains a description of your invention; and/or

(b) can be independently verified?

Describe such records.:

C. **OTHER EMPLOYEES AND EXTERNAL ASSOCIATES**

Please list all persons whom you consider having actively contributed to the creation of the invention.

|  |
| --- |
| First and last name: |
| Home address: |
| Phone: |
| E-mail:  |
| Faculty/Institute/Organisation:  |

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| First and last name: |
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| Phone: |
| E-mail:  |
| Faculty/Institute/Organisation:  |

*[NOTE: Add more columns if necessary.*

*Persons who contributed to the creation of the invention and who complete this form will not necessarily be listed as inventors on the potential application for patent.]*

**D. EXTERNAL SOURCES**

Please describe in detail:

1. Any external funding or equipment used in connection with or related to your work on the invention/work, including grants, agreements, scholarship agreements, etc.

2. Any specific materials or data (which includes both written and electronic media) owned by third parties that were used in the research process and without which the invention would not have been possible.

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**E. NON-DISCLOSURE AGREEMENTS**

Please provide details of all non-disclosure agreements or material transfer agreements that you have concluded, including their numbers/dates (attach copies of such agreements if available):

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**II. DESCRIPTION OF THE INVENTION/DETAILS ABOUT THE INVENTION**

**A. NAME OF THE INVENTION**

Name of the invention should be short, descriptive and technically precise.

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**B. HISTORY OF THE DEVELOPMENT OF THE INVENTION**

Please provide in this section a brief overview of the development steps that led to the specific invention (when and where work on the invention began, whether the invention was tested in the laboratory, whether it was used and if so, show the results, etc.)

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**C. BRIEF SUMMARY OF THE INVENTION (up to 150 words)**

This section should contain a brief summary of the invention. It is necessary to indicate and explain its nature and essence. The summary should emphasise the advantages of the invention, or the way it solves issues related to the existing state-of-the-art.

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**D. NEW PROPERTIES OF THE INVENTION**

Please especially emphasise the new properties of the invention in question, which distinguish it from everything else known. This helps licensors and patent attorneys distinguish the invention from the prior state-of-the-art, so they can better protect and commercialise it.

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**E. FUTURE DEVELOPMENT**

Specify future plans for development technologies. Do you have funding for this work and what do you think you will achieve in this area in the next 12 months?

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**F. BRIEF DESCRIPTION OF DRAWINGS**

It is necessary to briefly describe all existing drawings, pictures, graphics, tables, chemical structures, etc. Detailed description of the invention should refer to various drawings stating number of pictures, and to different parts of drawings stating the reference letters or numbers.

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**G. PRIOR STATE-OF-THE-ART**

Please provide details of any previous work of the same kind that you are aware of, such as scientific papers, patents (with patent number, if it is known to you), or commercial literature related to your invention (whether it is about published material of other people, or about your personal material), please quote and/or attach them.

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**H. PLANNED PUBLICATIONS/ANNOUNCEMENTS**

State details of all publications related to the invention you published or intend to publish, or about each other form public or confidential of announcement (both written and oral), (e.g. summaries, symposia, presentations). Attach the samples of publications, printed or in preparation, as well as summaries.

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**I. DETAILED DESCRIPTION OF THE INVENTION**

Describe your invention on 2-3 pages with comprehensive technical description of the invention, attach a drawing or drawings.

This section represents the most important part that must contain a written description of the invention, method and procedure of making and using the same. The description should be comprehensive, clear, concise and accurate in order to enable each expert in the field to which the invention belongs, or with which it is most closely connected, to make or use the invention. That threshold is called "enablement requirement", which requires that the invention is described in such detail to enable an expert in that area to apply the invention only on the basis of his knowledge and your description.

Specification should accurately expose the invention in the the way which will distinguish it from the other inventions and from that which is currently known. It must fully describe specific model of the process, machinery, production, composition or improvement, and must, wherever possible, clarify the manner or principle of work. It is necessary to describe the best method of performance of invention according to the opinion of the inventor.

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In addition, please provide pictures according to their numbers and explain how authoritative they are for indicating previous state-of-the-art, invention and its properties and/or its best method of application.

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**III. QUESTIONNAIRE ON COMMERCIALISATION OF THE INVENTION**

1. **TARGET MARKETS**

On which markets do you think that the invention will achieve the greatest success?

List all existing or possible products or services to which it can be applied or which could be improved/benefit from your invention.

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**Б. ADVANTAGES AND BENEFITS**

List three key commercial benefits or advantages of the invention:

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**В. POSSIBLE ROUTES TO THE MARKET**

State the names of companies which you think might be interested in the commercialisation of your invention for the purpose of making, using or selling products or services.

Do you have contact persons in those companies?

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1. **SOFTWARE**

For inventions that include software please state the following additional information:

1. **SOFTWARE APPLICATION NAME**

State the name of the software application and the number of the version.

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1. **SOURCE CODE**

For the source code developed by the researchers from Part I:

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| а) Provide a list of source files. |
| b) Indicate the used programme language. |
| c) Provide a list of development tools used for creating or generating source files. |
| d) What copyrights are included in the source files? |
| e) For new versions, please indicate which source files have been changed, added or removed in relation to the previous version. |
| f) Indicate the list of documentation or other files needed in order for someone else to use, develop or maintain the software. |
| g) State if the source files are distributed outside the Institute, in what form and to whom. |
| h) If the source files are available for download, please provide the link and highlight the conditions under which such download is possible. |

**C. EXTERNAL SOFTWARE**

For other source files or libraries that are needed for software functioning (external software):

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| а) Provide a list of all external software (files or libraries) which enable the functions needed for the software. |
| б) Highlight which organisation is the owner of the software.  |
| в) State how the software is acquired. |
| г) State the details regarding the terms of the licence or the name of the licence for "open source". |

**STATEMENT**

All data submitted within this Form will be used by the CTTexclusively for the purposes of assessing the value and ownership of intellectual property rights, possible claims of third parties over those rights, and obligations towards external sponsors. Inaccurate or incomplete data could lead to disputes, reduction or loss of commercialisation revenue, or invalidation of the patent application.

I declare that the information I submitted in this Form is correct and complete to the best of my knowledge and belief, and that all named persons who contributed to the invention/work are the original creators of the same and that there are no other persons who should be named as inventors/authors.

I agree to cooperate with the Office for Technology Transfer related to the search for a patent or other legal protection and the commercialisation of this invention. I also confirm that I have informed my current employer of any conflicts of interest that may exist in connection with the invention/work.

 In Novi Sad,

Date:

 Name and surname of the applicant:

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