Logo, company name

Description automatically generated

**Invention Disclosure Form**

Confidential

**Instructions**

This form is to be used for reporting an invention to Queen’s Partnerships and Innovation. Please complete the form by providing the information in the spaces provided. All information will be held in confidence. Please call our office at 613-533-2342, if you have any questions on filling out the form.

Once completed and signed by all contributors, please deliver a copy to one of the following:

|  |  |  |
| --- | --- | --- |
| Via Mail | **Queen’s Partnerships and Innovation**  99 University Avenue – Queen’s University  Kingston, Ontario K7L 3N6 | |
| Via Email | Materials/Chemistry/Cleantech + FEAS | **Jason Hendry**  hendryj@queensu.ca |
| Life Sciences + FHS | **Michael Wells**  wellsm@queensu.ca |
| Digital Technologies + FAS, SSB, LAW, EDU | **Michael Lacasse** m.lacasse@queensu.ca |

**1. Description of the Invention**

|  |  |
| --- | --- |
| **Non-confidential invention title:**  Do not reveal novel and useful features of the invention in the title. | |
| Click here to enter text. | |
| **Describe the problem solved by the invention:** | |
| Click here to enter text. | |
| **What are the limitations or drawbacks of currently available solutions - apparatus, product, or process?**  Why don’t current solutions solve the problem? | |
| Click here to enter text. | |
| **Description of the invention:** (no more than one page)  Summarize the invention, explicitly identifying the novel properties and benefits of the invention. How is the invention unique? Why should someone invest in this technology over other solutions? | |
| Click here to enter text. | |
| **Which companies or third parties would likely be interested in this invention and *why*?**  Consider who would buy the technology. Have you been in contact with any companies regarding similar research? | |
| Click here to enter text. | |
| **Status of the invention** | |
| Has the apparatus, product, or process been made or tested? | Yes |
| No |
| If yes, does a sample product exist? | Yes |
| No |

**2. References**

|  |  |
| --- | --- |
| **Has a literature search been conducted?** | Yes |
| No |
| **Please provide a list of relevant references in published literature:**  In addition to publications, also think about who is researching similar things and consider providing names of specific research groups, universities, consortia, etc. | |
| Click here to enter text. | |
| **Has a patent search been conducted?** | Yes |
| No |
| **Please provide a list of relevant patents/patent applications**: | |
| Click here to enter text. | |

**3. Disclosure**

|  |
| --- |
| **Has a description of the invention been disclosed?**  Consider all of the following: abstract, paper, conference presentation or poster, informal discussion, seminars, industry meetings, news story, thesis, or in discussions with collaborators? If yes, please provide a copy and the date of any such disclosure. |
| Click here to enter text. |
| **Are any disclosures of the invention planned?**  If so, please indicate nature of disclosure and date (for disclosures at scientific meetings, please note abstracts are often published in advance). |
| Click here to enter text. |

**4. Location of resources used in generating the invention**

|  |  |
| --- | --- |
| **Indicate which institution’s resources were used for the research underlying the invention** (check all that apply) e.g., funding, samples, data, laboratories, supplies, equipment, personnel, and office space? | |
| Queen’s University |  |
| Kingston Health Sciences Centre (KHSC) |  |
| Providence Care (PC) |  |
| Other |  |
| If other, please specify information on location and resources used in generating the invention | |
| Click here to enter text. | |

|  |
| --- |
| **List sources of funding for research** (e.g. grants, research contracts) |
| Click here to enter text. |
| **Has this research been the subject of an industry sponsored research agreement?** |
| No |
| Yes |
| **If yes, please provide non-confidential details (e.g., date signed, duration of contract)** |
| Click here to enter text. |

**5. Contributors**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contributor 1** | | | |
| First Name: | Click here to enter text. | Last Name: | Click here to enter text. |
| Appointments: | Queen’s  KHSC  PC ☐ Other  (check all that apply) | | |
| Other Position: | Click here to enter text, if applicable. | | |
| Work Address: | Click here to enter text. | | |
| Home Address | Click here to enter text. | | |
| Email: | Click here to enter text. | Phone: | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contributor 2** | | | |
| First Name: | Click here to enter text. | Last Name: | Click here to enter text. |
| Appointments: | Queen’s  KHSC  PC ☐ Other  (check all that apply) | | |
| Other Position: | Click here to enter text, if applicable. | | |
| Work Address: | Click here to enter text. | | |
| Home Address | Click here to enter text. | | |
| Email: | Click here to enter text. | Phone: | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contributor 3** | | | |
| First Name: | Click here to enter text. | Last Name: | Click here to enter text. |
| Appointments: | Queen’s  KHSC  PC ☐ Other  (check all that apply) | | |
| Other Position: | Click here to enter text, if applicable. | | |
| Work Address: | Click here to enter text. | | |
| Home Address | Click here to enter text. | | |
| Email: | Click here to enter text. | Phone: | Click here to enter text. |

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| --- | --- | --- | --- |
| **Contributor 4** | | | |
| First Name: | Click here to enter text. | Last Name: | Click here to enter text. |
| Appointments: | Queen’s  KHSC  PC ☐ Other  (check all that apply) | | |
| Other Position: | Click here to enter text, if applicable. | | |
| Work Address: | Click here to enter text. | | |
| Home Address | Click here to enter text. | | |
| Email: | Click here to enter text. | Phone: | Click here to enter text. |

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| --- | --- | --- | --- |
| **Contributor 5** | | | |
| First Name: | Click here to enter text. | Last Name: | Click here to enter text. |
| Appointments: | Queen’s  KHSC  PC ☐ Other  (check all that apply) | | |
| Other Position: | Click here to enter text, if applicable. | | |
| Work Address: | Click here to enter text. | | |
| Home Address | Click here to enter text. | | |
| Email: | Click here to enter text. | Phone: | Click here to enter text. |

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| --- | --- | --- | --- |
| **Contributor 6** | | | |
| First Name: | Click here to enter text. | Last Name: | Click here to enter text. |
| Appointments: | Queen’s  KHSC  PC ☐ Other  (check all that apply) | | |
| Other Position: | Click here to enter text, if applicable. | | |
| Work Address: | Click here to enter text. | | |
| Home Address | Click here to enter text. | | |
| Email: | Click here to enter text. | Phone: | Click here to enter text. |

**6. Signatures**

By signing below, we the contributors listed in Section 5, have read, understood, and agree to all the preceding, and declare that all the information provided in this disclosure is complete and correct (this includes the provisions of Section 7). To the best of our knowledge all contributors to this disclosure are identified in Section 5.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contributor Name** | **Contributor Signature** | **Date** |
| 1 | Click here to enter text. |  |  |
| 2 | Click here to enter text. |  |  |
| 3 | Click here to enter text. |  |  |
| 4 | Click here to enter text. |  |  |
| 5 | Click here to enter text. |  |  |
| 6 | Click here to enter text. |  |  |

**7. Privacy Collection Notice**

The Office of Partnerships and Innovation collects personal information in accordance with Ontario’s Freedom of Information and Protection of Privacy Act (FIPPA), and only collects the personal information which is necessary for it to administer its programs and activities and carry out its services and functions. By signing this form, you consent to the Office of Partnerships and Innovation to collect, retain, use, share your personal information for the following purposes only: technology transfer activities, provision of advice and consultations on intellectual property, managing intellectual property (including listing inventor names and addresses on public forms related to patents/patent applications), liaison with industry, and facilitating private sector contract research.