



De La Salle University

Record of Invention (ROI) Form and Assignment of Patent

(CONFIDENTIAL)

INSTRUCTIONS

The purpose of this DLSU Record of Invention (ROI) Form is to record the creation of University-owned intellectual property or assignment of intellectual property to the university. It provides a written record of the invention to the DLSU Intellectual Property Office (DIPO) about patentability, possible drafting of a patent application, commercialization and/or for registering a mark or a work protected by copyright.

This DLSU ROI Form should be completed when an intellectual property has been developed or created by university employees and students pursuant to the Intellectual Property Policies of the University, or when a university employee or student seeks the assistance of the University in patenting/registering and/or commercializing the intellectual property. Royalties derived from any use, publication, license or any other exploitation of the intellectual property will be shared with the creator(s) in accordance with the implementing rules and regulations of the DLSU Intellectual Property Policies.

This form shall be accomplished when the intellectual property is owned by the university or when the inventor assigns his intellectual property rights to the University. The assignment of intellectual property contained in this form seeks to formalize this ownership of the university.

It is important to identify all the individuals who contributed to the conception or development of the invention. Inventorship is not the same as ownership of the intellectual property, as the latter will be determined according to the Intellectual Property Code of the Philippines (RA 8293) and related laws, the DLSU IP Policies, or by agreement of the parties.

Once the form is signed by the inventor(s)/contributor(s), the form and supporting documents should then be submitted to the Vice Chancellor for Research and Innovation (VCRI), who is also the Chair of the University Committee on Intellectual Property (UCIP), and copy furnished the Director of the DIPO.

The ROI form is treated as confidential information. All persons engaged in the evaluation, recording and processing of the intellectual property shall not divulge any information to others without the permission of the University.

Unless otherwise indicated herein, the requirements to disclose information about the intellectual property in this disclosure this disclosure form applies to patents, utility models, industrial designs and similar forms of intellectual property, except copyright.

To fully and properly evaluate the invention, the DIPO must receive all relevant documents (tables, charts, drawings, concept paper, presentations, etc.). Incomplete submissions may cause delay in the processing of your invention. Please do not modify the form. If a question does not apply, please mark "N/A".

Please deliver/mail this ROI form to DLSU Intellectual Property Office, 3rd Floor Henry Sy Sr. Centennial Building, De La Salle University, 2401 Taft Ave., Manila.

For any additional information, please contact Ms. Sonia Casabuena of the DLSU Intellectual Property Office (DIPO) (sonia.casabuena@dlsu.edu.ph).



De La Salle University
Record of Invention (ROI) Form and Assignment of Patent
(CONFIDENTIAL)

Note: This form creates a record of invention but does not in itself create or protect patent rights. There is still a need to file a patent application.

*Revised September 28, 2013.

PLEASE TYPE OR PRINT NEATLY

1. NON-CONFIDENTIAL DESCRIPTIVE TITLE OF INTELLECTUAL PROPERTY (Invention, Utility Model, Industrial Design, etc.)
2. INVENTOR(S)/CONTRIBUTOR(S) <u>Use additional sheets if necessary to include all contributors.</u> (Contributor 1, estimated contribution to the work ___ %) (If only 1 contributor, 100%) Name: _____ Citizenship: _____ Position: _____ Department: _____ Work Phone: _____ Fax: _____ Email: _____ Home Address: _____ Home Phone: _____ Nature of Contribution: _____
(Contributor 2, estimated contribution to the work ___ %) (If applicable) Name: _____ Citizenship: _____ Position: _____ Department: _____ Work Phone: _____ Fax: _____ Email: _____ Home Address: _____ Home Phone: _____ Nature of Contribution: _____
(Contributor 3, estimated contribution to the work ___ %) (If applicable) Name: _____ Citizenship: _____ Position: _____ Department: _____ Work Phone: _____ Fax: _____ Email: _____ Home Address: _____ Home Phone: _____ Nature of Contribution: _____



De La Salle University
Record of Invention (ROI) Form and Assignment of Patent
(CONFIDENTIAL)

3. SPONSOR(S) and CONTRACT/GRANT NUMBER(S) Please provide the list of all funding sources for materials, equipment, salaries of personnel in the conception and development of the invention (If none, please indicate "None").

4. KEY EVENTS (please write NA if not applicable)	DATE	REMARKS
A. Idea First Conceived (conception)		
B. Experimentation, if any (first reduction to practice)		
C. First publication (Invention or creative work)		
D. First oral disclosure to the public		
E. If unpublished and undisclosed, provide the anticipated publication or oral disclosure date and any submissions made for potential publication.		

5. ABSTRACT OF THE INVENTION: (Provide a short and general description of the invention or work and attach supporting documents like charts, graphs, drawings, abstracts, presentations, etc. Include the novel features)

6. SEARCH ITEMS: (please provide a short list of words, common industry phrases, and/or categories directly related to your invention, mark or creative work).

7. PRIOR ART

Prior art includes any publicly available knowledge or related information about the invention available anywhere in the world, including your own publications. (attach copies, if available).

Have the essential elements of the invention been communicated to anyone outside of your laboratory either orally or in writing? (public disclosure through publication, thesis/dissertation, seminar, poster, meeting, web page, newspaper, etc)

8. COMMERCIAL VALUE

a.) Please describe any known commercial interest in this work, or companies which may have commercial interest in this work and/or give your estimate of commercial potential. List any company and contact information that has expressed interest in your invention or work.



De La Salle University
Record of Invention (ROI) Form and Assignment of Patent
(CONFIDENTIAL)

b.) What are the practical and commercial applications of the inventions? (What problem does it solve?)
c.) What steps (and how much funding) are necessary for commercialization?
d.) What are the advantages of your invention over currently available technologies? Are there entities and/or dominating patents in this area, if so who and/or what are they?
9. DETAILED DESCRIPTION OF THE INVENTION (attach additional sheets as necessary, including any draft manuscripts)
a.) What is the general purpose of the invention? What is the problem to be solved by the invention?
b.) Describe the benefits that the invention can give.
c.) What is new about the invention? Is there an inventive step? Is it industrially applicable?
d.) Please attach a more detailed explanation of your invention, including any figures or sketches useful to illustrate it.
e.) Please describe the stage of development of the invention.
f) Do you plan to submit a paper related to this invention for publication or presentation? If yes, please give details.



De La Salle University
Record of Invention (ROI) Form and Assignment of Patent
(CONFIDENTIAL)

10. OUTSIDE ACTIVITIES / CONSULTING

- a) Identify any agreements or interactions that you have entered into that are related to the intellectual property (material transfer agreements, commercially sponsored research agreements, consortia agreements, consulting agreements, technology transfer agreements etc.)

- b) Do any of the listed contributors have consulting or other relevant relationships with entities other than De La Salle University or any of its affiliates? Please explain and attach any consulting agreements or other contracts.

11. CONTRIBUTOR CERTIFICATION AND ASSIGNMENT

I (We) hereby assign all right, title and interest to this invention or work to De La Salle University pursuant to the DLSU Intellectual Property Policies and agree to execute all documents as requested, assigning to De La Salle University my/our rights in the above described intellectual property, and to cooperate with De La Salle University in the protection of this invention or work. De La Salle University will share any royalty income derived from the invention or work with the actual legal inventor(s) (for patented inventions) or creator(s) (for copyrighted works) according to the implementing rules and regulations of the intellectual property policies, unless there is an agreement to the contrary. By signing below, I (we) agree that I (we) have not knowingly omitted the inclusion of other potential contributors or creators. I (We) attest that the information provided in this form is correct and complete to the best of my (our) knowledge and based on authentic documents.

I agree that by submitting this Intellectual Property Disclosure Form and Assignment of Intellectual Property, I (we) am bound to conform to the Intellectual Property Policies and its Implementing Rules of De La Salle University and any future revisions thereto.

_____	_____	_____	_____
Signature over Printed Name of Contributor	Date	Witness' Signature	Date
_____	_____	_____	_____
Signature over Printed Name of Contributor	Date	Witness' Signature	Date
_____	_____	_____	_____
Signature over Printed Name of Contributor	Date	Witness' Signature	Date