***ABOUT THE DISCLOSURE PROCESS***

1. *Before starting the disclosure process, you are advised to read the following documents:*
2. *NOVA’s Intellectual Property Policy, available* *here**;*
3. *NOVA’s Guide to Intellectual Property and Knowledge Transfer.*
4. Unless otherwise stated, all the questions of this form are compulsory. The form must be signed by all authors. Please answer the questions as comprehensively as possible, as by doing so the more rapidly and accurately NOVA will be able to evaluate your disclosure and to provide assistance in its legal protection and commercial valorization.
5. If you need assistance to complete the form do not hesitate to contact us at the Nova Impact Office (novaimpact@unl). If your affiliated to FCT NOVA please contact directly IRIS (gab.ad.iris@fct.unl.pt); if you are affiliated to ITQB, please contact directly ITQB’s Innovation Unit (marta.ribeiro@itqb.unl.pt).
6. Please note that the decision-making process by NOVA only starts officially when all the fields of the disclosure form are completed, and the form is signed by all authors.
7. All information contained here is confidential and will be treated as restricted. In submitting the completed form by e-mail, please mark the e-mail message as “Confidential”. The subject of the email must contain the words “COPYRIGHT DISCLOSURE”.
8. After receiving the complete disclosure form, NOVA should confirm the formal reception by email to all the identified authors to the object of disclosure. We may invite these authors for a meeting to collaborate in the required due diligence processes.
9. In case of multiple authors, you must nominate the corresponding author, who will be our principal contact point over the process analysis.
10. When number of 2 of article 7 of the IP Policy applies, NOVA will decide if it intends to protect or not the object of disclosure as proprietary technology up to a maximum of 75 days from the reception of the complete disclosure form (it often takes less time).
11. Additional supporting material is encouraged and may be attached to this disclosure.

**Thank you for your cooperation!**

**1. TITLE**

**1.1 Title**

*Provide a brief, descriptive title of the software or other copyrightable work.*

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| PT |       |

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**1.2 Suggested Acronym:**

**2. AUTHOR(S) INFORMATION**

*Copyright authors are those wrote the code or work and thereby created the copyright.*

*One person should be nominated as the principal contact and entered first in the list. All correspondence with, and questions for, the technology contributors will be addressed to the principal contact.*

**2.1 How many individuals have been involved in the creation of this software or copyrightable word?**

*Contributors from external organizations should also be counted, if existing.*

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**2.2 How many of individuals are from NOVA University?**

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**2.3 List all the copyright authors below.**

*Replicate the table below to as many individuals as needed.*

 *In case of different contributions between the authors, please fill the respective percentage below; otherwise the percentage of contribution and of potential revenue distribution will be equally distributed among the listed individuals (number 5 of Article 18 of the Regulation).*

|  |  |
| --- | --- |
| Full Name (**principal contact**): |       |
|  | Position |       |
|  | Institution (Affiliation) |       |
| ID #1 | Organic Unit/Department |       |
|  | Institutional address  |       |
|  | Phone |       |
|  | NIF (Fiscal ID number) |       |
|  | E-mail |       |
|  | Nationality |       |
|  | Author Contribution (%)  |       |

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| --- | --- |
| Full Name  |       |
| Position |       |
| Institution (Affiliation) |       |
| ID #2 | Organic Unit/Department |       |
| Institutional address  |       |
| Phone |       |
| NIF (Fiscal number) |       |
| E-mail |       |
| Nationality |       |
| Author Contribution (%)  |       |

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| --- | --- |
| Full Name  |       |
| Position |       |
| Institution (Affiliation) |       |
| ID #3 | Organic Unit/Department |       |
| Institutional address  |       |
| Phone |       |
| NIF (Fiscal number) |       |
| E-mail |       |
| Nationality |       |
| Author Contribution (%)  |       |

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| --- | --- |
| Full Name  |       |
| Position |       |
| Institution (Affiliation) |       |
| ID #4 | Organic Unit/Department |       |
| Institutional address  |       |
| Phone |       |
| NIF (Fiscal number) |       |
| E-mail |       |
| Nationality |       |
| Author Contribution (%)  |       |

**3. DETAILS OF SOFTWARE OR COPYRIGHTABLE WORK**

**3.1 Type of copyrightable work**

[ ]  Software [ ]  Audio/Video recording

[ ]  Database [ ]  Image

[ ]  Text/ Books [ ]  Diagrams / 3D works

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_ (please specify)

**3.1 Name and version number of the software or copyrightable work.**

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**3.2 Provide a description of the copyrightable work or what the software does.**

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**3.3 Are there any personally identifiable data, images or patient-related medical data within the software or copyrightable work?**

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**3.4 Provide a web address if the software or copyrightable work is already available online.**

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**3.5 Was any of the software or copyrightable work created by a contractor?**

[ ]  Yes [ ]  No

**3.6 Was any of the software or copyrightable work created via a consultancy project or service provision you were involved with?**

[ ]  Yes [ ]  No

*[If your disclosure is a software fill all the questions below; otherwise skip to section 5]*

**3.7 What programming language was used to write the software?**

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**3.8 Does the software have a GUI?**

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**3.9 What operating systems can the software run on?**

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**3.10 Does the software require other applications to run? If yes, please specify.**

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**3.11 At what stage of development is the software (e.g. idea, prototype, beta, release, other)?**

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**3.12 Is a user guide or manual for the software available?**

[ ]  Yes [ ]  No

**3.13 Would technical support be provided or would the software be provided as is?**

[ ]  Yes [ ]  No

**3.14 Approximate time it would take a skilled programmer to reverse engineer the software from scratch?**

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**4. SOFTWARE PATENTABILITY ASSESSMENT**

*The source code of a computer program cannot be patented in Europe. Typically, software-related inventions must have a “technical character” to be protected by patent. In Europe, there is the concept of “*[***computer-implemented inventions***](https://ciencias.ulisboa.pt/sites/default/files/fcul/inovacao/PI-Pack-INPI-E-Patents-for-Software-EPO.pdf)*”, defined as inventions whose implementation involves the use of a computer, a computer network or other programmable apparatus, having one or more features realized by means of a computer program.*

*As with all inventions, computer-implemented inventions are patentable only if they have technical character, are new, involve an inventive technical contribution to the prior art, and are industrially applicable. The technical effect provided by a computer program can be for instance a reduced memory time access, a better control of a robotic arm, improved user interfaces, etc., meaning that it does not have to be external to the computer (hardware).*

**4.1 Can you identify a “technical character” of your software that could potentially relate it to a computer-implemented invention?**

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**4.2 Describe what is unique about your software?**

*Note that to be protected by patent an invention must be considered (i) novel (new), i.e., it was not described/published before; (ii) it must involve an “inventive step”* *meaning that the invention must not be obvious to a person “skilled in the art”; and (iii) it must be industrially applicable.*

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**4.3 Have you published, electronically or in writing, or orally disclosed anything related to this software and, if so, when and what? List the citations by date of disclosure.**

*Tell us about the abstract, web pages, articles, posters, thesis/dissertations, press releases, or any oral disclosures, such as lectures, seminars, conference presentations, videos, relevant talks to external members or in general conversations, except where these activities were covered by a documented obligation of confidentiality.*

*Please attach the disclosures to this file.*

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**4.4 Are there any patents, that you are aware of, that may be related to this software?**

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**5. THIRD PARTY RIGHTS / FUNDING**

**5.1 Provide a list of source code/files used in the software.**

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**5.2 Was any open source software (files, libraries, etc.) used in the creation of, or incorporated in, the software? If so, provide a list.**

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**5.3 Were any other third-party software (files, libraries, etc.) or development tools used in the creation of, or incorporated in, the software? If so, provide a list and where each piece was obtained from.**

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**5.4 What is funding background of the research of the work leading to this software?**

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| **Source of funding** | **Project name / comments** | **Reference** |
| [ ]  Fundação para a Ciência e Tecnologia (FCT)  |  |  |
| [ ]  Horizon 2020 / EC funding |  |  |
| [ ]  Structural funds (PT2020, Interreg, etc.) |  |  |
| [ ]  University funding |  |  |
| [ ]  Industry funds (subcontracting, service provision, etc.) |  |  |
| [ ]  Award/Grant |  |  |
| [ ]  Other: \_\_\_\_\_\_ (please specify) |  |  |
| [ ]  None |

**5. ADDITIONAL INFORMATION**

**5.1 Is the software or copyrightable work subject to any other agreements? Fill the table below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of contract** | YES | NO | Details |
| Confidentiality Agreement (NDA / CDA) | [ ]  | [ ]  |  |
| Material Transfer Agreement (MTA) | [ ]  | [ ]  |  |
| Collaboration/Consortium Agreement | [ ]  | [ ]  |  |
| Open source software | [ ]  | [ ]  |  |
| Services Agreement | [ ]  | [ ]  |  |
| IP Ownership Agreement | [ ]  | [ ]  |  |
| Industrial PhD Agreement | [ ]  | [ ]  |  |
| Academic internship contract | [ ]  | [ ]  |  |
| Other: \_\_\_\_\_\_ *(please specify)* | [ ]  | [ ]  |  |

*If so, provide copy of relevant documents and state if they imply the division of research results.*

**5.2 Provide a list of any specialist companies that you think may be particularly interested in this software.**

*We will consult you before contacting them.*

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**5.3 Would you consider the creation of a spin-off company for the commercialization of the software or copyrightable work?**

*There should be an indication of how a spin-off would maximize the economic valorization of the technology, in opposition to a well-established company. It must be indicated if any of the authors involved in the conception or development of the object of disclosure does not intend to participate in the spin-off.*

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**5.4 What are the technological advantages of your software or copyrightable work and how does it improve on existing technology?**

*If possible, identify competing technologies/products already on the market and explain the advantages/disadvantages of each. If available, comparative studies should be included.*

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| **Competing technologies/solutions** | **Why is your solution better?**  |
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**8. SIGNATURES**

**Terms and conditions**

By signing this form below, the authors:

* confirm the information given here is correct and accurate;
* confirm that have reviewed this form and have agreed to submit this disclosure;
* confirm that have read NOVA’s Intellectual Property Policy available at [inserir link];
* agree that the information provided here will be used by NOVA specialized services and can be used by external entities with whom NOVA have established cooperation protocols, to pursue the exploitation of the disclosed technology;
* recognize that the technology transfer activities related to this technology will depend on the contribution and involvement of the contributors’ team. These activities may include prior art search, patent application(s), non-confidential descriptions, discussions with industry and third parties, or any other activities deemed essential to technology development.

*Personal data informed consent: In submitting your personal data via this form, each autor consent to being contacted via the details provided so that your enquiry can be responded to. NOVA may use your contacts details, under the technology transfer activities mentioned above. Your personal data is neither monitored nor processed for any other purpose. A backup of your data will be held but only authorized individuals will be able to access your data, under confidentiality. If you would like your data to be changed or removed, please inform us.*

*All contributors as defined in section 2.3 must provide signature and date in the space provided below. Replicate the table below to as many contributors as needed.*

|  |  |
| --- | --- |
| **SIGNATURE OF AUTHOR #1 (PRINCIPAL CONTACT)****DATE (dd/mm/yyyy):** | **SIGNATURE OF AUTHOR #2****DATE (dd/mm/yyyy):** |
| **SIGNATURE OF AUTHOR #3****DATE (dd/mm/yyyy):** | **SIGNATURE OF AUTHOR #4****DATE (dd/mm/yyyy):** |