**INSTRUCTIONS**

1. Before starting the disclosure process, you are advised to read the following documents:
2. NOVA’s Intellectual Property Policy, available [here](https://dre.pt/application/file/a/151902357) (PT) and [here](https://novainnovation.unl.pt/wp-content/uploads/2021/04/EN_Regulamento_PI_UNL-1104_2020.pdf) (EN).
3. [Guide to Intellectual Property and Knowledge Transfer at NOVA](https://novainnovation.unl.pt/wp-content/uploads/2021/07/GuiaPITC_Digital_UNL2021.pdf).
4. The term “technology” is broadly defined in this document to include technical innovations and inventions.
5. All the questions of this form are compulsory. The form must be signed, manually or electronically, by all inventors/contributors. Please answer the questions as comprehensively as possible, as, by doing so, the more rapidly and accurately NOVA will be able to evaluate your invention and to aid in its legal protection and commercial valorisation.
6. If you need assistance to complete the form do not hesitate to contact us at the NOVA Impact Office (novaimpact@unl.pt).
7. If your affiliated to FCT NOVA, please contact IRIS (gab.ad.iris@fct.unl.pt).
8. If you are affiliated to ITQB, please contact ITQB’s Innovation Unit (innovationunit@itqb.unl.pt).
9. If you are affiliated to NOVA Medical School, please contact the Innovation and Value Creation office (innovalue@nms.unl.pt).
10. Please note that the decision-making process (Article 12 of NOVA’s IP policy) only starts officially when all the fields of the disclosure form are completed, and the form is signed by all inventors/contributors.
11. In submitting the completed form by e-mail, please mark the message as “Confidential”. The subject must contain the words “INVENTION DISCLOSURE”. All information contained here is confidential and will be treated as restricted.
12. After receiving the complete disclosure form, NOVA should confirm the formal reception by e-mail to all the identified contributors to the object of disclosure. We may invite these contributors for a meeting to collaborate in the due diligence process to accelerate the decision process.
13. In case of multiple inventors/contributors, you must nominate the corresponding inventor, who will be our principal contact point over the process analysis.
14. Together with the inventors/contributors, we will perform due diligences concerning legal, technological, and commercial aspects of the disclosure.
15. 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). The inventors should not publicly disclose the technology by any means prior to this analysis, at the risk of compromising the legal protection of the invention and its further valorisation.
16. Additional supporting material is encouraged and may be attached to this disclosure.

**Thank you for your cooperation!**

**1. GENERAL**

**1.1 Title**

*Provide a brief, descriptive title of the invention.*

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| EN |       |
| PT |       |
| **Suggested Acronym:** |       |

**1.2 Looking for the protection of Intellectual Property (IP) rights through:**

*You can choose multiple options, if applicable.*

|  |  |
| --- | --- |
| *Patent* | [ ]  |
| *Trade Secret* | [ ]  |
| *Design* | [ ]  |
| *Trademark* | [ ]  |
| *Software/Computer Implemented Invention* | [ ]  |
| *Other (please specify)* |       |

**2. INVENTOR/CONTRIBUTOR INFORMATION**

*An inventor or contributor is an individual whose intellectual and creative input is an essential element of the invention or creation conceived either independently or jointly with others, or someone who has played an essential role in the embodiment of the invention or creation (also referred to as “technology contributor”). 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 inventors/contributors have been involved with this technology in total?**

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

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**2.2 How many of these inventors/contributors are affiliated to NOVA?**

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**2.3 List all the technology contributors below.**

*Replicate the table below to as many contributors as needed. Contributors from external organizations should also be listed here. In case of different contributions between the technology contributors, please fill the respective percentage below – otherwise the percentage of contribution and of potential revenue distribution will be equally distributed among the listed individuals (Article 18(5) of the NOVA’s IP Regulation).*

|  |  |
| --- | --- |
| **#01** | **Inventors’ Point of Contact** |
| Full Name |       |
| Position |       |
| Institution (Affiliation) |       |
| Organic Unit/Department |       |
| Institutional address  |       |
| PureID |       | Gender | F | [ ]  | M | [ ]  |
| Phone |       |
| NIF (Fiscal ID number) |       |
| E-mail |       |
| Nationality |       |
| Inventive Contribution (%)  |       |

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| **#02** |  |
| Full Name |       |
| Position |       |
| Institution (Affiliation) |       |
| Organic Unit/Department |       |
| Institutional address  |       |
| PureID |       | Gender | F | [ ]  | M | [ ]  |
| Phone |       |
| NIF (Fiscal ID number) |       |
| E-mail |       |
| Nationality |       |
| Inventive Contribution (%)  |       |

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| **#03** |  |
| Full Name |       |
| Position |       |
| Institution (Affiliation) |       |
| Organic Unit/Department |       |
| Institutional address  |       |
| PureID |       | Gender | F | [ ]  | M | [ ]  |
| Phone |       |
| NIF (Fiscal ID number) |       |
| E-mail |       |
| Nationality |       |
| Inventive Contribution (%)  |       |

**3. TECHNOLOGY DESCRIPTION**

**3.1 Technical field / Relevant Keywords**

*Provide a brief description of the main field/area of the invention/creation, including 3-7 keywords in Portuguese and English that someone in this field or industry would use to search for this type of technology.*

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| Keywords [EN]:       | *Palavras-chave* [PT]:       |

**3.2 Abstract of the invention**

*Please provide a short abstract (max. 300 words) describing your invention, including* ***confidential information****. Try to answer to these questions: i) What it is; ii) What it does; iii) What it solves; iv) What will it be used for.*

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**3.3 Short description for public disclosure**

*Describe the invention in less than 50 words, using* ***non-confidential*** *information.*

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**3.4 What is the NOVELTY and what are the essential TECHNICAL FEATURES of your invention?**

*First, state what distinguishes this invention from what already exists, namely some* ***new*** *characteristic(s) which are not part of the state of the art. Then, describe the technical features, components, and characteristics which are essential for your invention to work/have the desired “technical effect”,* i.e.*, explain how it works and not why is it better than what already exists (*e.g. *explain why is it faster, or less energy-consuming, if that is the case). Any feature that does not contribute to the solution is not an essential feature.*

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**3.5 Inventive step – Why is your invention non-obvious to a person skilled in the field?**

*Even if the result is considered very interesting, wouldn’t that be “obvious” to someone who, hypothetically, was skilled in the art,* i.e.*, someone who may know everything about this technological field? What effect was unexpected?*

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**3.6 Is the technology industrially applicable? Can it result in a product/service?**

*Please explain, mentioning all the potential uses and applications of the invention and referring the industries or market segments in which the technology could be eventually applied. Think also if minor changes could make it applicable to other products/services than what you first realized.*

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**3.7 What are the technological advantages and how does it improve on existing technology?**

*This is relevant for the technological and commercial due diligence. 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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**3.8 In your opinion, what would be the main barriers to the adoption of this technology by the market? Are there limitations to be overcome or other tasks to be completed prior to practical application?**

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**3.9 Select the United Nation’s 2030 Sustainable Development Goals this technology relates to.**

*Tick all that apply. Please consult* [*this document*](https://sustainabledevelopment.un.org/content/documents/11803Official-List-of-Proposed-SDG-Indicators.pdf) *for reference.*

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| --- | --- | --- | --- |
| 1 – No Poverty | [ ]  | 10 – Reduced Inequalities | [ ]  |
| 2 – Zero Hunger | [ ]  | 11 – Sustainable Cities and Communities | [ ]  |
| 3 – Good Health and Well-Being | [ ]  | 12 – Responsible Consumption and Production | [ ]  |
| 4 – Quality Education | [ ]  | 13 – Climate Action | [ ]  |
| 5 – Quality Education | [ ]  | 14 – Life Below Water | [ ]  |
| 6 – Clean Water and Sanitation | [ ]  | 15 – Life on Land | [ ]  |
| 7 – Affordable and Clean Energy | [ ]  | 16 – Peace, Justice, and Strong Institutions | [ ]  |
| 8 – Decent Work and Economic Growth | [ ]  | 17 – Partnerships for the Goals | [ ]  |
| 9 – Industry, Innovation, and Infrastructure | [ ]  |  |  |

**4. PRIOR ART**

*Prior art, in most patent law systems, constitutes all information that has been made publicly available in any form (*e.g.*, written, orally, online,* etc.*) before a given date, namely the date on which the patent is filed. Prior art includes any patents, published articles, or conference presentations related to your invention, and any public demonstrations. If an invention has been described in prior art, patent protection may be compromised.*

**4.1 Do you know or have you searched for any published literature, including patents relevant to your invention or publications similar to your work?**

*For patents, try a Keyword Search (see point 3.1) at* [*Espacenet*](http://worldwide.espacenet.com/)*. Did you find any patents or publications similar or that may compete to yours? If so, attach these documents. NOVA’s services will also complete this search.*

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**4.2 Do you know any solutions/technologies that might be incorporated into your invention that any third parties have existing rights?**

*If yes, please specify.*

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**5. DATE AND CURRENT STATE OF THE INVENTION**

**5.1 Approximate date of the invention**

*Date (month/year) of the conception of the invention or the beginning of project, without necessarily having proved that it would work or having built a prototype.*

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**5.2 Current stage of the technology (Technology Readiness Level - TRL)**

*Please choose from the following options. You can check* [*this document*](https://horizoneuropencpportal.eu/sites/default/files/2022-11/trl-assessment-tool.pdf) *for reference.*

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| --- | --- | --- |
| **[ ]**  | **TRL 1** | Basic principles observed |
| **[ ]**  | **TRL 2** | Technology Concept Formulated |
| **[ ]**  | **TRL 3** | Experimental Proof-of-Concept |
| **[ ]**  | **TRL 4** | Technology Validated in Laboratory |
| **[ ]**  | **TRL 5** | Technology Validated in Relevant (Industrial) Environment |
| **[ ]**  | **TRL 6** | Technology Demonstrated in Relevant (Industrial) Environment |
| **[ ]**  | **TRL 7** | System Prototype Demonstration in Operational Environment |
| **[ ]**  | **TRL 8** | System Complete and Qualifies |
| **[ ]**  | **TRL 9** | Actual System Proven in Operational Environment |

**5.3 What practical work has been done to date on this technology? Has it been tested or used? If so, provide results.**

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**5.4 What further research and development is needed to reach the market?**

*Indicate if the technology is ready to be exploited commercially or if it needs substantial development. If so, describe what would be the development roadmap until reach the market, including potential partnerships with third parties (it can be for research, development, sales, internationalization,* etc.*)*

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**5.5 Is the invention currently protected by some form of Intellectual Property (IP)? If so, who owns these IP rights?**

*List your published or unpublished IP rights (patents, copyrights, trademarks, trade secrets/know-how,* etc.*)*

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**6. PUBLIC DISCLOSURES**

*A patent application must be filed before an oral, electronic, or printed publication is made available to the public. Publication means the first time any person, without restriction of confidentiality, would have been able to legally gain access to your description.*

**6.1 Have you disclosed, in writing or orally, anything related to this technology 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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**6.2 Are there any public disclosures planned?**

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| --- | --- | --- | --- |
| **Yes** | [ ]  | **No** | [ ]  |

**6.3 If yes, in what form, when and where?**

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**6.4 Have any details, or any part of the work been disclosed to the public?**

*Tick all that apply.*

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| In a journal | [ ]  |
| In a conference, meeting, or seminar, as an abstract, poster, *etc.* | [ ]  |
| In a funding application | [ ]  |
| In a Master Dissertation or Ph.D. Thesis | [ ]  |
| In any other publicly disclosed communication (please specify) |       |

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| --- | --- |
| **No.** **We hereby declare that no information or results (total or part) have been publicly disclosed.** | [ ]  |

**7. EXPLOITATION**

**7.1 Are you aware of any companies that have an interest or are active in the area that may want to develop a new product line or that would sponsor research?**

*List below company names and, if possible, provide contact information. We are particularly interested in companies that may already have indicated interest in commercially exploiting this technology or that may sponsor further research. We will consult you before contacting them.*

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**7.2 Would you consider the creation of a spin-off company for the commercialization of the technology?**

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

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**8. FUNDING / SPONSORSHIP**

*We need to ensure that the University fulfils its obligations under any research contracts/projects. If the invention was developed in connection with research funding, complete the table below.*

**8.1 Funding sources**

*Please list funding sources that were used to support the research behind the invention.*

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| **Source of funding** | **Project name** | **Reference** |
| [ ]  Fundação para a Ciência e Tecnologia (FCT)  |       |       |
| [ ]  Horizon 2020/Europe (EC funding) |       |       |
| [ ]  Structural funds (PT2020, PT2030, Interreg, *etc.*) |       |       |
| [ ]  University funding |       |       |
| [ ]  Industry funds (subcontracting, service provision, *etc.*) |       |       |
| [ ]  Award/Grant |       |       |
| [ ]  Other: \_     \_ (please specify) |       |       |
| [ ]  None |

**8.2 Legal contracts/protocols related with the invention signed with external entities.**

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

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| --- | --- | --- | --- |
| **Type of contract** | **YES** | **NO** | **Details** |
| Confidentiality Agreement (NDA / CDA) | [ ]  | [ ]  |       |
| Material Transfer Agreement (MTA) | [ ]  | [ ]  |       |
| Collaboration Agreement | [ ]  | [ ]  |       |
| Consortium Agreement | [ ]  | [ ]  |       |
| Services Agreement | [ ]  | [ ]  |       |
| IP Ownership Agreement | [ ]  | [ ]  |       |
| Industrial Ph.D. Agreement | [ ]  | [ ]  |       |
| Academic Internship Contract | [ ]  | [ ]  |       |
| Other: \_      \_ *(please specify)* | [ ]  | [ ]  |       |

**8.3 Third-Party Technologies: Was the invention made from or does it incorporate materials/results provided by a third party?**

*If YES, provide copy of relevant documents.*

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**9. SIGNATURES**

**Terms and conditions**

By signing this form below, the inventors/contributors:

* confirm the information given here is correct and accurate.
* confirm that they have reviewed this form and have agreed to submit this disclosure.
* confirm that they have read NOVA’s Intellectual Property Policy available [here](https://dre.pt/home/-/dre/151902396/details/maximized).
* agree that the information provided here will be used by NOVA’s 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 inventor/contributor consent to being contacted via the details provided so that their 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 individuals 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.*

|  |  |  |
| --- | --- | --- |
| **#1** | <Full Name> | <DD/MM/YYYY> |
|  |
| **#2** | <Full Name> | <DD/MM/YYYY> |
|  |
| **#3** | <Full Name> | <DD/MM/YYYY> |
|  |