

**Intellectual Property Due Diligence Form**

An Intellectual Property Due Diligence Form (IP/1) must be completed by each contributor to a new invention or other intellectual property. The purpose of this form is to record and provide information to assist the University to determine the legal title and any potential third party claims to intellectual property rights associated with the new invention. If in doubt, please disclose all information believed to be material to the creation of the intellectual property in question.

1. Working title or brief description of the intellectual property

2. Your full name and title

3. Period of research relevant to the creation of the intellectual property

From To

4. During the period in 3 above, were you:

(a) a salaried employee of Bournemouth University?

If (a):

(i) Please state your employee number (as on your payslip):

(ii) Please state the name of your School/Professional Service

(b) not a salaried employee of Bournemouth University:

If (b):

(i) Please state name of employer (as on your payslip):

(ii) Please provide your employer’s contact details (names, address, telephone number):

(c) a student?

If (c):

(i) Please state the name of the university at which you are registered for a degree:

(ii) Please give name of supervisor:

5. Was any part of the invention made under a contract, or using funds, supplied by any outside organisation? If yes, please give information below.

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| **Source of funding** | **Grant/funding contact period** | **Reference no./account code (if available)** |
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6. Are you, or were you, the Principal or Co-Investigator responsible for all of the funding sources named in 5 above?

 􀂉 Yes 􀂉 No

If NO, who was named Principal Investigator (for each grant or funding contract)? Please continue on a separate sheet if necessary.

7. Did the research relevant to the creation of the intellectual property above involve any in-kind support, such as the provision of equipment or the transfer of materials from other parties?

􀂉 Yes 􀂉 No

If YES, please provide details. Please continue on a separate sheet if necessary.

8. Is the intellectual property linked in any way to the subject matter of research or service contracts, material transfer agreements or personal consultancies not cited above, whether past, present or currently under negotiation?

􀂉 Yes 􀂉 No

If YES, please provide details. Please continue on a separate sheet if necessary.

9. Was any part of the invention made using biological materials obtained from humans? Have ethical consents been obtained which allow for commercial use? If so, please provide documentary evidence.

􀂉 Yes 􀂉 No

If YES, please provide details. Please continue on a separate sheet if necessary.

10. Does the invention rely on IP owned by others. For example, in developing software have you based your development on existing software applications e.g. Microsoft?

􀂉 Yes 􀂉 No

If YES, please provide details. Please continue on a separate sheet if necessary.

11. Please list only the individuals who you consider to have made an identifiable active contribution to the invention/creation of the intellectual property [[1]](#footnote-1). (Each contributor will be asked to complete form IP/1.)

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| --- | --- |
| **Name** | **Contact details** |
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12. Are there any other issues that may affect the right of Bournemouth University to own and exploit this IP?

􀂉 Yes 􀂉 No

If YES, please provide details. Please continue on a separate sheet if necessary.

**IMPORTANT NOTICE**: THE INFORMATION WHICH YOU PROVIDE ON THIS FORM WILL BE USED BY THE UNIVERSITY TO ASSESS THE OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS, POTENTIAL THIRD PARTY CLAIMS TO THOSE RIGHTS, AND OBLIGATIONS TO EXTERNAL SPONSORS. INCORRECT OR INCOMPLETE DETAILS COULD LEAD TO LITIGATION, THE REDUCTION OR LOSS OF EXPLOITATION REVENUES, OR THE INVALIDATION OF PATENT APPLICATIONS.

I declare that the information which I have provided in this form is, to the best of my knowledge and belief, correct and complete.

**Signed by the contributor named in 2 above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. N.B. CONTRIBUTORS COMPLETING THIS FORM SHOULD HAVE CREATED THE INTELLECTUAL PROPERTY IN QUESTION. HOWEVER, IT WILL NOT NECESSARILY BE THE CASE THAT ALL THOSE WHO COMPLETE THIS FORM WILL BE NAMED AS INVENTORS FOR THE PURPOSES OF LEGAL DOCUMENTATION INVOLVED IN THE PATENT PROCESS. UNDER US PATENT LAW, FOR EXAMPLE, A PERSON IS ONLY A LEGALLY DEFINED INVENTOR IF HE OR SHE CONCEIVES THE IDEA UNDERLYING THE INVENTION. [↑](#footnote-ref-1)