



### Confidential disclosure notification form

Please fill in, sign and date this form and send with any attachments to:

*The Director - Research Management Services  
Mail Code PN 123 or  
Private Bag 11 222  
Palmerston North  
New Zealand*

**1) Disclosure Title:** [provide a short descriptive title for the invention or intellectual property being disclosed]

**2) Disclosure:** [please reveal and describe your invention or intellectual property, e.g. what it is, what it does, how it works and its potential application. Please attempt to use lay terms or provide simplifying descriptions where possible (append documents if required)]

<b>3) Discovery dates:</b>	<b>Period relevant to the creation of the IP or invention</b>
	<b>from .....</b> <b>to .....</b>
Where possible, add	1 <sup>st</sup> conceived or discovered .....
	1 <sup>st</sup> described or documented .....
	1 <sup>st</sup> demonstrated or proof of concept .....

**4) Stage and status of development** [describe using terms such as concept only, proof of concept with experimental data or lab development stage, working prototype or process equivalent]

**5) Protection of IP to date:** [please identify the status of legal protection for the IP being disclosed. Identify if any of the following are held: copyrights, trade marks, designs, patents, plant breeder's rights, circuit layouts, confidentiality agreements or trade secrets around know-how only]



**6) Where no patent protection currently exists, please provide details of the inventors (for more than three inventors, please append details)**

<b>Full Name (first name, middle, family name)</b>			
<b>Role or Title</b>			
<b>Department (or name of supervisor if a student)</b>			
<b>Work phone or extension number</b>			
<b>Home address</b>			
<b>Nationality (NB: required by Patent Office)</b>			
<b>Estimate of inventive contribution (%)</b>			

**7) Please identify any relevant contracts that may have supported the work leading to the invention or intellectual property:**

- Public or private R&D funding  [describe .....]
- Materials transfer agreements  [describe .....]
- Confidentiality agreements  [describe .....]
- Non disclosure agreements  [describe .....]
- Research service contracts  [describe .....]
- In kind support (e.g. equipment etc)  [describe .....]

**8) Please detail any prior disclosures:**

- Any publications (posters, articles, journals, media releases etc)?  
 [describe .....]
- Any demonstrations, publicly or openly?  [describe .....]
- Any efforts made to market, promote or sell?  [describe .....]

**9) Signed.....**

Title or position..... Date .....

[RMS use only: Logged  Disclosure number ..... Entered by.....]