



## **Invention Disclosure Form** (CONFIDENTIAL)

The main objective of this form is to document the creation and development of intellectual property (IP) owned by MSU-IIT considered to be of potential for patent application. This caters to IP created by MSU-IIT's employees or students, as well as those assigned to MSU-IIT. This form serves as an official record to the Knowledge and Technology Transfer Office (KTTO), providing a baseline for processes such as assessing potential patentability of the invention, preparing patent applications if applicable, and exploring commercial opportunities for the invention.

This form must be filled out when employees and students of MSU-IIT create IP in accordance with the MSU-IIT IP Policy, or when they request MSU-IIT's support in patenting, registering, and/or commercializing the IP. Any royalties resulting from the use, publication, licensing, or other forms of exploitation of the IP will be distributed to the creator(s) as per the implementing rules and regulations outlined in the MSU-IIT IP Policy.

It is important to recognize all individuals with substantial intellectual contribution to the invention. Moreover, it is essential to understand that inventorship **does not** automatically confer ownership of the IP. Ownership will be determined based on the provisions of the IP Code of the Philippines (RA 8293), relevant laws, the MSU-IIT IP Policy, or through mutual agreement among the parties involved. If, upon assessment, the IP disclosed in this form is advised to pursue patent application, **only** the signatory contributors reported herein will be considered the inventors.

The duly accomplished form should be submitted along with the supporting documents to KTTO. Additionally, copies of the submission should be provided to the Vice Chancellor for Research and Enterprise.

This form is regarded as **confidential information**; thus, those involved in evaluating, recording, and processing the invention disclosed herein are prohibited from disclosing any information to third parties without prior permission from MSU-IIT.

Unless specified otherwise within this document, the obligation to disclose information about the IP in this form pertains to patents, utility models, industrial designs, and similar forms of IP, excluding copyright.

For a comprehensive and accurate assessment of the IP in this form, it is essential that KTTO receive all pertinent documents (*e.g.*, tables, charts, drawings, concept paper, presentations). Incomplete information may lead to delays in the processing of the invention. Kindly refrain from making any modifications to the form. For any additional information, please contact KTTO through [ovcre.ktto@g.msuiit.edu.ph](mailto:ovcre.ktto@g.msuiit.edu.ph).



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<b>I. TITLE OF THE INVENTION</b>		
<b>II. INVENTOR(S) / CONTRIBUTOR(S)</b>		
<p><b>1.</b> Name: Employer: Position/Designation: Email: Mobile Phone: Citizenship: Nature of Contribution:</p> <p><b>2.</b></p> <p><b>3.</b></p>		
<b>III. FUNDING SOURCE(S)</b>		
<b>Agency or Sponsor</b>	<b>Grant / Contract / or Agreement Dates</b>	
<b>IV. KEY EVENTS / DISCLOSURES</b>		
	Date	Remarks
First publication (invention or creative work)		
First oral disclosure to the public		
Public display or sale of product		
Submissions for potential publication or oral disclosure and anticipated publication or oral disclosure (for unpublished or undisclosed work)		
<b>V. ABSTRACT OF THE INVENTION</b>		
<p><i>Provide a short and general description of the work. Attach supporting documents like charts, graphs, drawings, abstracts, presentations, etc.</i></p>		



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<b>VI. KEYWORDS/SEARCH TERMS</b> <i>Provide a short list of words, common industry phrases, and/or categories directly related to the applied invention.</i>
<b>VII. TECHNOTRANSFER POTENTIALS</b>
a. Existing partners (industries, agencies, and other institutions)  b. Possible interested technology adaptors
<b>VIII. DETAILED DESCRIPTION OF THE INVENTION</b> <i>Please attach additional sheets as necessary, including any draft manuscripts.</i>
a. General purpose/ objective of the invention or what is the need/uses for this invention.
b. Detailed Technical Description of the Invention:  i. If the invention is a product or device, please provide the following information: <ul style="list-style-type: none"><li>● Components or parts of the product or device and describe the use or function of each part in relation to the performance of the product or device</li><li>● Other pertinent information in the production of the machine</li></ul> ii. _____ If the invention is a method or a process please provide the following information: <ul style="list-style-type: none"><li>● A step-by-step procedure</li></ul>



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	<ul style="list-style-type: none"> <li>● Raw materials used and how are these materials prepared and other factors to be considered in the preparation (e.g. temperature, Pressure, etc )</li> <li>● Chemical compositions in percent weight or volume and concentration of reagents</li> <li>● <u>  </u> Other pertinent information</li> </ul>
iii.	Drawings, figures, schematic diagrams, flow charts, etc.
c.	Novelty: Name technical features not present in the existing technologies
d.	Inventive step: Identify technical issues addressed by the invention
e.	Industrial applicability: Applications of the invention
<b>. OTHER RELEVANT MATTERS</b>	
Identify all agreements entered that are related to the applied invention.	
[ ] Material transfer agreements	
[ ] MOAs and MOUs	
[ ] Technology transfer agreements	
[ ] Other related documents	
<b>. CONTRIBUTOR CERTIFICATION</b>	
<i>All contributors listed in Section 2 should affix their signatures on this part of the document. Use additional sheets when necessary.</i>	
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/We agree that by submitting this Invention Disclosure Form, I/we am/are bound to conform to the MSU-IIT IP Policy and any future revisions thereto, and willingly cooperate in the IP protection application and valuation processes.	
<i>Signature over Printed Name of Contributor</i>	<i>Date</i>
<i>Signature over Printed Name of Contributor</i>	<i>Date</i>



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**Received by:**

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

Upon completion of the form, please return to:

**Knowledge and Technology Transfer Office (KTTO)**  
Office of the Vice Chancellor for Research and Extension  
MSU-Iligan Institute of Technology