

FORM FOR DISCLOSURE OF INVENTION

DOFI

When a Kristiania employee, whether independently or in collaboration with others (hereinafter referred to as 'the inventor'), generates potentially patentable or commercially exploitable results or ideas (hereinafter referred to as 'the invention'), they are required to provide written notification to their employer without undue delay.

An innovation/invention can be a product, method, component, process or sub process, model or sub model, concept, system (software/hardware), a service that is new or significantly improved with respect to properties, technical specifications or ease of use. An innovation/invention can also be a new application of existing knowledge or commercialization of R&D results.

Kristiania University of Applied Sciences has developed a Disclosure of Invention (DOFI) form for employees to use for this purpose. Once completed, the form should be submitted to the designated address(es) below.

1. The invention

Working title of the invention

Date of the invention/innovation

2. Description

- a. Give a brief and general description of the invention. Describe how the invention is constructed or implemented.*
- b. Which problem is the invention intended to solve? What is the State-of-the-Art and how this invention further it? In what way is your invention innovative over existing solutions?*
- c. At what stage of development is the invention? Concept, preliminary data, tested in practice, prototype, etc. If possible, please provide dates for each milestone.*
- d. How is/has the work related to the invention been financed?*

- e. *Are there any commitments with a third party that may affect the distribution of rights, patenting, publication or commercial exploitation? For instance, collaboration agreements, grants for external funding, material transfer agreements (MTA). Provide further details.*
- f. *What, in your opinion, is the commercial potential of the invention? Give a brief assessment based on your knowledge of the market. What could be the potential applications of the invention?*
- g. *Is the invention dependent on further research to reach commercialization?*

3. Newness and Novelty

In order for the invention to be patented, the invention must be novel. Prior to applying for a patent, the **invention should not have been published or publicly shown**.

It is therefore crucial to wait until after the patent application has been filed before informing the rest of the world of the invention, publishing it in trade journals, showing it at trade fairs or in any other way making it publicly known.

- a. *Has the invention been published in academic or trade journals?*
- b. *Has the invention been shown in trade fairs?*
- c. *In which other way has the invention been publicly known?*
- d. *Do you have plans for publication? Please provide details.*

4. Inventors

List **ALL** persons who have made a significant contribution to the invention. This list might include research assistants, doctoral and postdoctoral researchers, technical and administrative staff, professors, etc, who are either Kristiania's employees or external parties.

Inventor # 1	
Name:	Address:
Citizenship:	Telephone (work/cell):
E-mail:	
Main employer (% position). School/ institute/title, name and address of employer.	
Secondary employer (% position). School/ institute/title, name and address of secondary employer.	

Inventor # 2	
Name:	Address:
Citizenship:	Telephone (work/cell):
E-mail:	
Main employer (% position). School/ institute/title, name and address of employer.	

Secondary employer (% position). School/ institute/title, name and address of secondary employer.

5. Inventor's Contribution Agreement

If there is more than one inventor, the inventors must reach an agreement on the contribution level assigned to each one using an Inventors Contribution Agreement.

Have you signed an Inventors Contribution Agreement?

If no, please contact kunnskap@kristiania.no

If yes, please enclose the Inventors Contribution Agreement

6. Additional information for software inventions

If the product is or incorporates a software, please also complete this section.

- a. Is it an open source software, or derived from open source?

Please identify the license if you know it.

- b. Does the software contain external plugins, elements, modules or codes?

Yes/No

- c. Is the software a development or an improvement of an existing one?

Please identify the predecessor and improvements made.

- d. Is the code published?

Yes/No

7. Additional details

Please, inform us of any particular details that you think may be relevant.

Thank you for submitting your invention to us: kunnskap@kristiania.no (Department of Research Communication and Innovation)

We will contact you soon to learn more about the invention and to evaluate its commercial potential. Kristiania will decide on whether to establish a commercialization project based on the submitted DOFI no later than 4 months after the date of receipt.