



FORM FOR DISCLOSURE OF EMPLOYEE INVENTIONS AT THE UNIVERSITY OF MARIBOR

<i>Fields to be completed by the Knowledge and Technology Transfer Office of the University of Maribor!</i>			
Internal case number:	Date of receipt of the invention disclosure by the University of Maribor:	Name, surname and signature of the person receiving the invention disclosure at the University of Maribor:	Date of the acquisition of the invention or date of the exclusive right to dispose of the invention to the inventor(s):

This form, available in electronic format on the website of the [University of Maribor](http://www.um.si), serves as a notification of the invention. You may save a copy of this form at any time during completion and return to it later.

Do not modify the content or structure of the form. The available space in expandable fields will automatically adjust, depending on the amount of information disclosed about the invention and the inventors. Additional tables or rows may be added for inventors or attachments, if needed.

After completing the form, save it to your computer. Print the saved form and send it, signed by all listed inventors, together with any attachments you wish to submit in physical form in a sealed envelope to: University of Maribor, Knowledge and Technology Transfer Office, Slomškov trg 15, 2000 Maribor, and mark the envelope: "Do Not Open – Notification of an Invention!". Alternatively, you can send the scanned form to the e-mail address tto@um.si.

For assistance, contact Knowledge and Technology Transfer Office, Slomškov trg 15, 2000 Maribor, +386 (0)2 2355 298, tto@um.si.

A complete and accurate description of the invention enables the University of Maribor to review the content more efficiently and facilitates preparation and filing of a potential patent application. Amendments or corrections during patent prosecution may be problematic, and incomplete or inaccurate information may lead to legal disputes.

Any decision by the University of Maribor not to take ownership of the invention applies exclusively to the scope of information disclosed in this form.

The University of Maribor and its partners will treat all disclosed information carefully and confidentially in accordance with the legislation governing the protection of personal data and protection of trade secrets.

Only the male grammatical form is used in this form, used neutrally to refer to both genders.

Please indicate (by checking the appropriate box below) under which of the following options the procedure to acquire the invention shall be conducted:

1. The costs of legal protection of the invention will be fully financed either by the inventor or by the member institution from the research funds of the group(s) directly involved in the creation of the invention.

Please specify the potential sources, amount, and structure of the financial resources you will provide for the procedure of acquiring the invention:

2. The inventor or the research group does not have sufficient funds to ensure legal protection of the invention. The invention should be evaluated by the UM Committee for Innovation Activity of the University of Maribor.

1. Description of the Invention or know-how (for simplification hereinafter referred to as the "invention")¹

a) Title of the invention:

b) Detailed and exact description of the invention, i.e. its technical tasks and solutions (attached additional documentation to make the invention intelligible, e.g. drawings, tables, flowcharts, personal notes, digests, laboratory notebooks, etc.):

c) State of the Art

- Briefly describe the technical problem addressed or solved by the invention:

- How has this problem been solved so far, and what are the known existing solutions or substitutes?

- What are the limitations of the existing solutions?

d) List and attach at least three key publications that describe the main aspects of the invention or may limit the scope of a future patent, as well as any additional publications (including patent applications) that you consider relevant:

e) List the keywords and search terms that most precisely characterise the invention and its essential features:

f) Describe the essence or main purpose of the invention (maximum 3–4 sentences):

g) List the essential advantages of the invention compared to existing technologies and state of the art:

- Innovation and novelty – specify how the invention differs from the prior art solutions:

- What is unique or exceptional about the invention?

h) List any potential weaknesses, risks, or limitations associated with the invention (e.g. technical weak points, risks, costs, market challenges, legal limitations and conditions) that you are currently aware of:

i) State of development (select the current development stage of the invention):

- Planning stage
- Proof of concept (laboratory research)
- Prototype
- Implementation phase
- Final product

j) Expected development of the invention in the next 12 months (briefly describe the available resources, work plan, and timeline):

k) Has a patent application already been filed in relation to the invention? No Yes

If yes, specify the type, filling date, and application number of the patent application:

l) Does a search report or examination report on the state of the art or patent application exist? No Yes

If yes, please attach the report to this form.

2. Development of the Invention

a) Is the invention related to your professional work at the University? No Yes

b) Did you use the infrastructure or other assets of the University of Maribor during the discovery or creation of the invention (laboratories, laboratory equipment, computer equipment and software, facilities, assistance, etc.)? No Yes

c) Select within which project you discovered or created the invention:

- Undergraduate thesis
- Master's thesis
- Doctoral dissertation
- Research assignment
- Individual research work
- (Co-)funded research programme or project
- Other: _____

d) Select who (co-)funded the research (multiple answers possible):

- University, university member, institute, research group
- Ministry
- European Union
- Company: _____
- Other: _____

e) State what type of an invention you believe you are disclosing in this form:

Direct employee invention²

Indirect employee invention³

f) If there are any rights or obligations of or to third parties in relation to the invention (including intellectual property rights, research (co-)funding, or material/data transfer obligations), please provide these details in the field below and attach any relevant documentation (e.g., contracts, agreements, offers, project proposals, etc.):

3. Publications

a) Has the invention already been presented or disclosed to the public (e.g. lectures, conference proceedings, posters, meetings, seminars, fairs, the internet, dissertations, etc.)? No Yes

If yes, specify the form, place, and date of disclosure:

b) Do you anticipate publications on the subject of the invention (e.g., lecture, article abstract, conference abstract, article, diploma thesis, doctoral dissertation, database, etc.)? No Yes

If yes, specify the expected submission and publication date:

4. Exploitation of the Invention

a) Have you already attempted to commercially exploit the invention? No Yes

If yes, describe how:

b) Have you granted the right to use or exploit the invention to anyone who is not listed as an inventor? No Yes

If yes, specify to whom and in what manner:

c) Have you identified any potential interested partners or companies for the commercial exploitation of the invention?

No Yes

If yes, specify which:

d) What products or services could the invention be used for?

e) In which industries or technical fields could the invention be applied?

Brief assessment of the market potential of the invention – estimated sales volume in Slovenia, Europe, and worldwide, information on the market size, etc.:

f) Select the form of exploitation or commercialisation of the invention that you consider most appropriate:

- Sale of industrial property rights
- Licence agreement
- Spin-out company
- Other: _____

5. Attachments

If you are attaching any additional evidence or documentation to this form, please list all attachments in the table below:

Title of the attachment	Electronic copy	Hard copy
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
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6. Personal Data of the Inventors⁴

The undersigned inventor(s) hereby confirm(s) that the information provided in this form and in the belonging attachments, with which the invention was presented and described, is accurate and complete, and that all inventors involved in the discovery or creation of the invention are named below.

Inventor 1	
Title, name and surname:	
Institution/company:	
Faculty/department:	
Institute, laboratory:	
Service address:	
Email address:	
Telephone number:	
Were you employed at the University of Maribor at the time of the creation of the invention?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Were you employed exclusively by the University of Maribor at the time the invention was created?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If you were employed exclusively by the University of Maribor, you do not need to answer the following set of questions.	
Was the invention also created based on your employment with another employer?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Has the other employer already assumed a share in the joint service invention?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the other employer) out of the total contribution of all inventors:	
Brief description of the inventor's contribution (in relation to your employment with the other employer) to the creation of the invention, out of the total contribution of all inventors:	
Status or position at the University of Maribor?	
Brief description of the inventor's contribution (in relation to your employment with the University of Maribor) to the creation of the invention, out of the total contribution of all inventors:	
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the University of Maribor) out of the total contribution of all inventors:	
Place and date:	

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Signature	
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Inventor 2	
Title, name and surname:	
Institution/company:	
Faculty/department:	
Institute, laboratory:	
Service address:	
Email address:	
Telephone number:	
Were you employed at the University of Maribor at the time of the creation of the invention?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Were you employed exclusively by the University of Maribor at the time the invention was created?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If you were employed exclusively by the University of Maribor, you do not need to answer the following set of questions.	
Was the invention also created based on your employment with another employer?	
Has the other employer already assumed a share in the joint service invention?	<input type="checkbox"/> Ne <input type="checkbox"/> Da
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the other employer) out of the total contribution of all inventors:	
Brief description of the inventor's contribution (in relation to your employment with the other employer) to the creation of the invention, out of the total contribution of all inventors:	
Status or position at the University of Maribor?	
Brief description of the inventor's contribution (in relation to your employment with the University of Maribor) to the creation of the invention, out of the total contribution of all inventors:	
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the University of Maribor) out of the total contribution of all inventors:	
Place and date:	
Signature	

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Inventor 3	
Title, name and surname:	
Institution/company:	
Faculty/department:	
Institute, laboratory:	
Service address:	
Email address:	
Telephone number:	
Were you employed at the University of Maribor at the time of the creation of the invention?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Were you employed exclusively by the University of Maribor at the time the invention was created?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If you were employed exclusively by the University of Maribor, you do not need to answer the following set of questions.	
Was the invention also created based on your employment with another employer?	
Has the other employer already assumed a share in the joint service invention?	<input type="checkbox"/> Ne <input type="checkbox"/> Da
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the other employer) out of the total contribution of all inventors:	
Brief description of the inventor's contribution (in relation to your employment with the other employer) to the creation of the invention, out of the total contribution of all inventors:	
Status or position at the University of Maribor?	
Brief description of the inventor's contribution (in relation to your employment with the University of Maribor) to the creation of the invention, out of the total contribution of all inventors:	
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the University of Maribor) out of the total contribution of all inventors:	
Place and date:	
Signature	

Inventor 4	
Title, name and surname:	
Institution/company:	
Faculty/department:	
Institute, laboratory:	
Service address:	
Email address:	
Telephone number:	
Were you employed at the University of Maribor at the time of the creation of the invention?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Were you employed exclusively by the University of Maribor at the time the invention was created?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If you were employed exclusively by the University of Maribor, you do not need to answer the following set of questions.	
Was the invention also created based on your employment with another employer?	
Has the other employer already assumed a share in the joint service invention?	<input type="checkbox"/> Ne <input type="checkbox"/> Da
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the other employer) out of the total contribution of all inventors:	
Brief description of the inventor's contribution (in relation to your employment with the other employer) to the creation of the invention, out of the total contribution of all inventors:	
Status or position at the University of Maribor?	
Brief description of the inventor's contribution (in relation to your employment with the University of Maribor) to the creation of the invention, out of the total contribution of all inventors:	
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the University of Maribor) out of the total contribution of all inventors:	
Place and date:	
Signature	

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Inventor 5	
Title, name and surname:	
Institution/company:	
Faculty/department:	
Institute, laboratory:	
Service address:	
Email address:	
Telephone number:	
Were you employed at the University of Maribor at the time of the creation of the invention?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Were you employed exclusively by the University of Maribor at the time the invention was created?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If you were employed exclusively by the University of Maribor, you do not need to answer the following set of questions.	
Was the invention also created based on your employment with another employer?	
Has the other employer already assumed a share in the joint service invention?	<input type="checkbox"/> Ne <input type="checkbox"/> Da
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the other employer) out of the total contribution of all inventors:	
Brief description of the inventor's contribution (in relation to your employment with the other employer) to the creation of the invention, out of the total contribution of all inventors:	
Status or position at the University of Maribor?	
Brief description of the inventor's contribution (in relation to your employment with the University of Maribor) to the creation of the invention, out of the total contribution of all inventors:	
Indicate the percentage (%) of the inventor's contribution (in relation to your employment with the University of Maribor) out of the total contribution of all inventors:	
Place and date:	
Signature	

The undersigned inventors agree that the following inventor will act as the primary inventor⁵ in the procedure related to the assumption of ownership of the invention:

Title, name and surname:	
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The undersigned agree that the personal data provided in this form may be stored and processed using computer software and shared with relevant stakeholders in the invention assessment and protection process (e.g. members of the committee issuing an opinion in the procedure of assumption of ownership of the invention, members of the consortium committee implementing technology transfer activities in public research organisations in the Republic of Slovenia, patent attorneys, licensees, investors, etc.).

Notes:

¹ An **invention** is a novel creation of the human mind that (1) meets the requirements for patent protection under the regulations governing industrial property; (2) **know-how** represents technical or other innovations or improvements resulting from experience and experimentation, which enable greater productivity, improved quality of products or services, savings in materials or energy, better utilisation of machinery and equipment, improved production control, enhanced occupational safety, or similar benefits. Such knowledge is confidential, essential (i.e. significant and industrially applicable) and specific (i.e. sufficiently intelligible, clearly described, and verifiable).

² **Indirect employee invention** is an invention created during the period of employment at the University of Maribor if the invention originates mainly from the experience the inventor acquired in the workplace or from the resources made available to the inventor by the University of Maribor.

³ A **direct employee invention** is an invention created during the period of employment at the University of Maribor, in fulfilment of the employment contract, at the explicit request of the University of Maribor, or on the basis of a special agreement between the University of Maribor and the inventor.

⁴ **Inventors** are university teachers, researchers, teaching assistants, researchers and other employees at the University of Maribor, regardless of whether they work full-time, part-time, or as supplementary staff, and regardless of whether they hold permanent or fixed-term employment contracts, provided they have created the invention. Inventors may also be contractors or students who have a civil-law contractual relationship with the University of Maribor, where the invention is the result of their contractual work or where they have used the University's resources in the creation of the invention.

⁵ The **primary inventor** is either the sole inventor or the inventor who, with the written consent of all inventors, represents all inventors in the procedure for the assumption of ownership of the invention.