

The purpose of Intellectual Property (IP) disclosure is to notify the University when you have conceived or developed something new and useful, where the IP may need protection and/or where the IP has commercial potential. IP disclosure enables the University to record the creation of IP and provides information to assist in determining the ownership and any third party claims to IP rights associated with that creation.

The Themis IP Disclosure module will assist the University in its reporting of IP creation, protection and knowledge transfer activities.

Create an intellectual property disclosure record

- 1 Log on to Themis using the **UOM Research Self Service** responsibility.
- 2 Select the **Intellectual Property (IP) Disclosure** function located in the IP Disclosure section.
The Intellectual Property (IP) Disclosure workbench will display.
- 3 Click on the **Create New IP Disclosure** button.
The IP Disclosure (Part A) screen will display.

Enter the title and description

- 4 Complete the IP disclosure title and description details.

Field	Action	Comment
Title	Enter a title to help identify the IP	The title should give enough detail to serve as a short version of the description, entered below (max. 150 characters).
Description	Enter a brief description of the IP	This description should broadly describe the IP, and if the IP is an invention describe how it works, its advantages over current state-of-the-art products/processes, and any potential commercial applications (max. 1500 characters).

Enter a Principal Contact Contributor

The Principal Contact Contributor (PCC) must be a University of Melbourne staff member and must have contributed to the creation of the IP. The PCC (generally the supervising academic) is responsible for coordinating the IP disclosure process, communicating with other contributors, and liaising with a Business Development Manager from MVPL after submission of the IP disclosure.

- 5 Enter a Principal Contact Contributor.

Field	Action	Comment
Full Name	Click on the Torch icon to select the appropriate staff member from the list of values	Tip: enter the surname of the staff member you wish to select and press the Tab key. If only one name matches the value entered, the field will populate automatically. If multiple names match, a Search Results screen will display. You may then select the appropriate staff member from the table. The Position, Department, Work Phone and Work Email fields will automatically populate for the staff member selected.

Enter the public disclosures details

The information entered in this section will assist in determining whether the IP has or is going to be publicly disclosed, and if so under what conditions. **Note:** as public disclosure could jeopardise the availability of legal protection for the IP, you are advised to defer public disclosure until a Business Development Manager from MVPL contacts you following the submission of this IP disclosure record.

Has the IP been publicly disclosed, in whole or in part, in a printed publication?

- 6 Select the appropriate value from the drop-down list to indicate whether the IP has been publicly disclosed in a printed publication.

Note: if you select **Yes** you will need to complete additional information.

Field	Action	Comment
Date of first publication	Enter the date the IP was first published in DD-MMM-YYYY format	Tip: click on the Pick-a-Date calendar icon to select an appropriate date if desired.
Reference details of first publication	Enter reference details for the printed publication in which the IP was first publicly disclosed	

Has a document describing the IP, in whole or in part, been submitted for publication, or will it be?

7 Select the appropriate value from the drop-down list to indicate whether a document has, or will be, submitted.

Note: if you select **Yes – Submitted** or **Yes – To Be Submitted** you will need to complete additional information.

Field	Action	Comment
Actual or expected date of submission	Enter the date the IP has been or will be submitted for publication in DD-MMM-YYYY format	Tip: click on the Pick-a-Date calendar icon to select an appropriate date if desired.

Has the document been accepted for publication yet?

8 Select the appropriate value from the drop-down list to indicate if the document has been accepted for publication.

Note: if you select **Yes** you will need to complete additional information.

Field	Action	Comment
Expected date of publication	Enter the date the IP document is expected to be published in DD-MMM-YYYY format	Tip: click on the Pick-a-Date calendar icon to select an appropriate date if desired.
Reference details of first publication	Enter reference details for the first printed publication to which the IP document has been accepted	

Has the IP been publicly disclosed, in whole or in part, in an oral presentation?

9 Select the appropriate value from the drop-down list to indicate if the document has been publicly disclosed in an oral presentation.

Note: if you select **Yes** you will need to complete additional information.

Field	Action	Comment
Under what circumstances?	Select the appropriate situation from the drop-down list	Values available are: Poster, Talk, Seminar, Non-Confidential Meeting, and Other.
Further Details	Enter further details regarding the presentation, if required	Note: this field is mandatory if Other is selected in the Circumstances field above.
Date	Enter the date the presentation was conducted in DD-MMM-YYYY format.	Tip: click on the Pick-a-Date calendar icon to select an appropriate date if desired.
Location	Enter the location details for the presentation	

Do you or any of the contributors intend to publicly disclose the IP, in whole or in part, in an oral presentation in the future?

10 Select the appropriate value from the drop-down list to indicate if any contributors intend to publicly disclose the IP in a future oral presentation.

Note: if you select **Yes** you will need to complete additional information.

Field	Action	Comment
Under what circumstances?	Select the appropriate situation from the drop-down list	Values available are: Poster, Talk, Seminar, Non-Confidential Meeting, and Other.
Further Details	Enter further details regarding the presentation, if required	Note: this field is mandatory if Other is selected in the Circumstances field above.
Expected date of disclosure	Enter the expected date of the presentation in DD-MMM-YYYY format.	Tip: click on the Pick-a-Date calendar icon to select an appropriate date if desired.

Has the IP been the subject of a patent, trademark or design application?

11 Select the appropriate value from the drop-down list to indicate whether the IP has been the subject of a patent, trademark or design application.

Note: if you select **Yes** you will need to complete additional information.

Field	Action	Comment
Date of filing of application	Enter the date the trademark, patent or design application was filed in DD-MMM-YYYY format	Tip: click on the Pick-a-Date calendar icon to select an appropriate date if desired.
Reference details of application	Enter any reference details for the application	

Attach any relevant files

The Attachments section allows you to attach any electronic files (e.g.: scientific manuscripts, newspaper and/or magazine articles, drawings, etc) that will provide additional information regarding the IP disclosure and will assist in assessing the protection required.

- 12** Click on the **Add Attachment** button.

The Add Attachment screen will display.

- 13** Complete the Attachment information.

Field	Action	Comment
Add	This field will default to Desktop File/Text/URL , do not change	
Description	Enter an appropriate description for the attachment	This field must be entered in order to be able to save the attachment record.
Category	Select the appropriate attachment category from the drop-down list	Values available are: Drawing, IP Description, Manuscript, Publication, and Miscellaneous.
Type	Click on the radio button to select the appropriate type of attachment	<p>File: click on the Browse button to search for and select the document you wish to attach.</p> <p>URL: enter the URL address you wish to attach.</p> <p>Text: enter the text you would like to attach and, if desired, enter a name for the text attachment.</p>

If you wish to add additional attachments, go to task #14. Otherwise go to task #15.

- 14** Click on the **Add Another** button and repeat the above step for all attachments required.

- 15** Click on the **Apply** button.

A confirmation message will display advising that your attachment has been added but not saved.

Submit your IP Disclosure record for review

Once you have completed Part A of your IP Disclosure record, you may save it as a draft or submit it to MVPL for allocation of a Business Development Manager who will review the application and complete Part B.

- 16** Click on the **Submit** button.

A confirmation message will display advising that your IP Disclosure has been submitted.

Confirmation of IP Disclosure

Thank you for your assistance in completing this IP disclosure.

Please note the ID number ID-107 which is to be used to identify this IP disclosure.

Your IP disclosure will be forwarded to Melbourne Ventures Pty Ltd (MVPL). A Business Development Manager will be assigned to review your IP disclosure and will contact you shortly to arrange a meeting.

Please note that public disclosure could jeopardise the availability of legal protection (e.g. patent protection) for the IP and you are advised to defer such public disclosure until you have been contacted by a Business Development Manager.

Note: you will receive a warning message if you have not completed all mandatory fields.