

<b>INTELLECTUAL PROPERTY PROTECTION PROCEDURE</b>	
<b>FORMS REQUIRED</b> Disclosure Form <ul style="list-style-type: none"> <li>• Patent Disclosure</li> <li>• Trademark Disclosure</li> <li>• Design Application Disclosure</li> <li>• Publication Disclosure</li> </ul>	
<b>IP OFFICE RESPONSIBILITIES</b>	<b>INVENTOR/S RESPONSIBILITIES</b>
<b>1. PRELIMINARY MEETING</b>	
The inventor meets with the TTI/IP Department and presents an overview of the invention. 3 <sup>rd</sup> Stream Income to be discussed and agreed upon. Agreement where applicable to be drawn-up and signed by Management.	
<b>2. APPLICATION PROCESS</b>	
IP Assistant ensures all disclosure forms are readily available on DUT website/staff portal.	Inventor/s to complete the relevant disclosure form and forward to the IP Manager.
<b>3. EVALUATION AND SUBMISSION OF INVENTION</b>	
Details of invention are logged onto IP registers. Disclosure form submitted to the relevant Patent Attorney's.	
<b>4. PROVISIONAL SPECIFICATION</b>	
Provisional specification received at the IP office and routed to the inventor/s for revision.	Specification drawn by IP Attorney to be approved by the inventor.
<b>5. FINAL SUBMISSION</b>	
Once provisional specification approved by inventor/s it is re-submitted to patent attorney.	Inventors are given 1 year to prove concept and test market and/or make amendments.
<b>6. FILING FOR A PCT</b>	
A year later a decision is made regarding filing for a full patent application (PCT). Yearly Trademark & Design Rights renewals to be completed.	
<b>7. APPLICATION FOR IP INCENTIVE FUNDING FROM TIA</b>	
Apply for IP incentive funding from TIA for all IP registration for preceding academic year.	
<b>PROCEED TO COMMERCIALISE</b>	