

Due Diligence Form

This form must be completed by each contributor to a new invention or other intellectual property. The purpose is to record and provide information to assist the University to determine the legal title and any potential third party claims to intellectual property rights associated with the new invention. If in doubt, please disclose all information believed to be material to the creation of the intellectual property in question.

IF YOU ARE UNCERTAIN ABOUT THE INFORMATION REQUESTED BY THIS FORM, PLEASE CONTACT RED PRIOR TO COMPLETING IT.

1. Working title or brief description of the intellectual property

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2. Your full name and title
(Please indicate surname/family name in CAPITALS)

3. Nationality (this is required by the Patent Office)

4. Home address

5. Period of research relevant to the creation of the intellectual property

From: **To:**

6. During the period in 5 above were you EITHER (tick one)

(a) a salaried employee?
If so, please state name of employer (as on your payslip)

(b) a student?
If so, please state the name of the institution at which you registered for a degree:

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(ii) If you are an employee of the University of Bristol, please state your employee number (as on your payslip)

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(ii) Please give name of supervisor:

.....

7. Name of home department (e.g. Mechanical Engineering, Clinical Medicine)

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8. What sources of funding¹ were used to support the research which led to the intellectual property during the period in 5 above, i.e. support staff salaries (including your own, if applicable), stipends, consumables, etc.?

Source of funding	Grant/funding contract period	Reference no. / account code <i>(if available)</i>

¹ You should mention *all* forms of financial support (e.g. EPSRC project grant, Wellcome Trust Programme Grant, GlaxoSmithKline CASE studentship agreement, Sulis Seedcorn Fund, charitable donations/gifts to cover everything including the informal.)

9. Are you, or were you, the Principal or Co-Investigator responsible for all of the funding sources named in 8 above?

The Principal

The Co-Investigator

If you were the Co-Investigator, who was the named Principal Investigator (for each grant or funding contract)? Please continue on a separate sheet if necessary.

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10. Is the intellectual property linked in any way to the subject matter of research or service contracts, material transfer agreements or personal consultancies not cited above, whether past, present or currently under negotiation? Please supply copies of any relevant Material Transfer Agreements/Confidentiality Agreements.

Yes

No

If YES, please provide details. Please continue on a separate sheet if necessary

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11. Did the research relevant to the creation of the intellectual property above involve any IN-KIND SUPPORT, such as the provision of equipment or the transfer of materials from other parties (including the contribution of UBHT central services e.g. pharmacy, MEMO)?

Yes

No

If YES please provide details:

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IMPORTANT NOTICE: THE INFORMATION WHICH YOU PROVIDE ON THIS FORM WILL BE USED BY THE UNIVERSITY TO ASSESS THE OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS, POTENTIAL THIRD PARTY CLAIMS TO THOSE RIGHTS, AND OBLIGATIONS TO EXTERNAL SPONSORS. INCORRECT OR INCOMPLETE DETAILS COULD LEAD TO LITIGATION, THE REDUCTION OR LOSS OF EXPLOITATION REVENUES, OR THE INVALIDATION OF PATENT APPLICATIONS.

I declare that the information which I have provided on this form is, to the best of my knowledge and belief, correct and complete.

Signed by the contributor named in 2 above:

Date:

Please return completed form to:

Division of Research & Enterprise Development, University of Bristol, Senate House, Tyndall Avenue, Bristol BS8 1TH
Tel: 0117 929 8676 Fax: 0117 929 8383 Email: red-office@bristol.ac.uk