



Document Number: _____

Working product/process title: _____

(for office use only)

The purpose of this form is to begin the formal registration of any Intellectual Property (outside of publication) that might arise from research and research-related activities undertaken at the Vaal University of Technology. It covers undergraduate and post-graduate research as well as research undertaken for Non-Degree Purposes.

The form is submitted to the Technology Transfer Office (TTO) for consideration, but also forms part of the Research Ethics Clearance/Approval process, where this is relevant.

The outcome of the application process is the following:

- The potential Intellectual Property is registered on the relevant VUT database for protection;
- The TTO may decide that the IP cannot be exploited by the university and will lease the IP back to the application; or
- The TTO may decide that the IP can be exploited by the university, after which a formal and detailed process of final registration will be initiated by the TTO.

Please note:

- This form must be completed in typed script; and
- Handwritten applications will not be considered.

APPLICANT'S PERSONAL DETAILS

Full name of Principle Investigator _____

Gender¹ _____

Race² _____

Student Number (where applicable) _____

Staff Number (where applicable - of Principle Investigator for Non-Degree Purposes) _____

Department _____

Faculty _____

Existing Qualifications _____

Proposed Qualification for Project (In the case of research of degree purposes - otherwise declare this a "Non-Degree Purpose") _____

Contact number of PI³ _____

Mobile number of PI _____

e-mail of PI _____

¹ Optional

² Optional

³ The PI is the Principle Investigator. In the case of degree research, this is the student

SUPERVISORS/ PROMOTERS AND OTHER RESEARCHERS' DETAILS INVOLVED IN THE IP DEVELOPMENT

	Name	Contact Number	e-mail	Department / Institution	Qualifications
1.					
2.					
3.					

INSTRUCTIONS:

- In completing the sections below, please provide sufficient, fair and honest information so that the TTO can make a fair decision.
- Note that the assessment will be done following VUT's Policy on Intellectual Property, Policy on Post-Graduate Study, and the Policy on Commercialisation

1. TITLE OF PRODUCT / PROCESS

(Use a brief but concise title to best describe the possible or envisaged product or process that will emerge from the research.)

2. DESCRIPTION OF PROVISIONAL INTELLECTUAL PROPERTY PRODUCT OR PROCESS

2.1 Describe the general purpose of the envisaged product or process

*(Describe the potential **application** of the product or process. Technical details should be limited.)*

2.2 Explain the problem that the envisaged product or process will attempt to solve

*(Identify and describe the technical, commercial or other **problem** that the product or process would speculatively solve.)*

2.3 Technical description of the envisaged product or process

*(Provide a **brief** technical description of the envisaged product or process. Use diagrams to aid in your description if need be. Also highlight aspects of the envisaged product or process that might make it **unique**.)*

2.4 Keywords

(Provide a short list of keywords that highlight the important aspects of the envisaged product or process. This will be used as a basis for conducting the necessary searches.)

2.5 Funding Commitments

(Please indicate whether your research has been funded in any way by anyone, and indicate, if it is the case, who the funder it, the nature of the funding commitment, and any agreement on outputs that may be connected to funding.)

FORMALISATION OF THE APPLICATION

APPLICANT

I have familiarised myself with the University's Research Ethics Review Guidelines, and the Policies on Intellectual Property and Commercialisation and undertake to comply with them.

The information supplied above is correct to the best of my knowledge.

SIGNATURE OF APPLICANT / PI

D	D	M	M	Y	Y	Y	Y

DATE

**SIGNATURE OF SUPERVISOR /
PROJECT LEADER / WITNESS**

D	D	M	M	Y	Y	Y	Y

DATE

TECHNOLOGY TRANSFER OFFICE

PRINCIPLE REVIEWER PRINT

SIGNATURE

SECOND REVIEWER PRINT

SIGNATURE

DECISION:

Approved

Rejected

Waiver

DATE OF DECISION

D	D	M	M	Y	Y	Y	Y

ACTIONS TO BE TAKEN

COMMENTS

