

1. Introduction

This FAQ provides answers to common questions about the Invention Disclosure Form used by Edith Cowan University (ECU) staff, students, and affiliates to disclose inventions.

2. General Information

What is the purpose of the Invention Disclosure Form?

The Invention Disclosure Form is used to provide initial disclosure of an invention developed by ECU staff, students, and affiliates. It helps the University evaluate and prioritize actions necessary to protect and potentially commercialise the invention.

Who needs to complete the Invention Disclosure Form?

Any creator of intellectual property that the University owns and believes has potential commercial exploitation must complete the form.

When do I need to complete the Invention Disclosure Form?

A researcher should lodge an invention disclosure form when an invention is discovered / created and **before any public disclosure** of the invention. [This includes journal publications, conference presentations, posters, dissertations, and any other form of public communication.](#)

This allows the institution's technology transfer office to evaluate the invention and take necessary steps to protect it. If you're unsure about the timing, it's always best to contact your institution's licensing or technology transfer office for guidance.

What information is required in the Invention Disclosure Form?

The form includes questions about the development and ownership of intellectual property, details of the invention, and certain technical and economic aspects of the invention.

3. Submission Process

What should be included with the Invention Disclosure Form?

- A curriculum vitae of the researcher(s)
- Supporting material
- Signatures from all researchers and the Associate Dean (Research) / Executive Dean

How do I submit the completed form?

Submit the completed form and all supporting materials to Commercial and Investment Services via email at cis@ecu.edu.au.

What happens after submission?

Commercial and Investment Services will acknowledge receipt of the completed form, provide feedback on any sections that may need additional information and inform the inventor of proposed next steps for the opportunity.

This maybe the commencement of the ECU commercialisation process whereby an external commercialisation consultancy firm is appointed to draft a short form report outlining the potential commercialisation prospects and pathway for the opportunity. Alternatively, should the opportunity not be progressed from a commercialisation perspective, the reasons and next steps will be communicated with the inventors.

4. Checklist Before Submission

Have you completed all the relevant requirements?

- Have all the researchers signed the form?
- Have you included all appropriate supporting material?
- Have you kept a copy for your records?
- Has the Associate Dean (Research) / Executive Dean signed the form?

5. Invention Details

What details about the invention are required?

- Problem addressed by the research
- Description of the invention
- Field of technology
- Third-party funding details
- Publications or presentations related to the invention
- Market and competition analysis
- Technology Readiness Level (TRL)
- Potential market applications and customers
- Steps required for commercialisation

What is the Technology Readiness Level (TRL)?

TRL is a standardised framework that is used to assess the maturity of a technology from its initial concept to a fully operational product. TRL's provide a clear, consistent method to evaluate how developed a technology is, assisting the CIS team in understanding the current state of the opportunity and informing what steps are required to advance the opportunity. The form requires outlining the TRL of the invention and providing evidence and rationale for the selected TRL.

Descriptions of TRL levels can be found on the CIS website ([here](#)) and [here](#).

6. Signatures

Who needs to sign the form?

- All researchers involved in the invention;
- Associate Dean (Research); and
- Executive Dean.

7. Additional Information

Include any other information that may be important in the assessment of your invention.

8. Contact Information

For any queries or assistance with the completion of the form, contact Commercial and Investment Services via the below.

Guideline Owner:	Manager, Commercial and Investment Services
All Enquiries Contact:	Manager, Commercial and Investment Services
Telephone:	(08) 6304 2763
Email address:	cis@ecu.edu.au