

Procedure for Submitting Invention Disclosure Form to the Technology Transfer Office:

- (a) Prior to completing the Invention Disclosure Form (IDF) which describes a new invention / discovery / research findings from your research project(s), come and discuss your invention with a member of The Technology Transfer Office team [i.e., with either John McGuire (engineering/electronics/Med-Tech/ICT/other devices) or Ruairi Friel (biotechnology/pharmaceutical/life sciences)]
- (b) Complete boxes 1-15 of the IDF form;
- (c) At the end of the IDF form briefly describe the details and purpose of the invention.
- (d) Inventors should then sign the form and the completed form should be witnessed and signed by someone not directly involved in the invention.
- (e) The completed and signed form should be submitted to tto@nuigalway.ie, also file hard copies to ADMIN @ Technology Transfer Office, Science & Engineering Technology Building.
- (f) The submitted form will be given an IDF # (to facilitate tracking and adding to our databases) and this number will be relayed back to you.
- (g) The submitted form will be reviewed by the Technology Transfer Office team in consultation with the named inventor(s) on the form and a decision on a patent filing strategy will be taken. In parallel an initial Commercial Evaluation of the proposed invention / discovery / research findings will be undertaken.
- (h) Please note that working relationships are in place with a number of patent houses to facilitate you and the university in filing patent applications.