



1. OBJECTIVE

The objective of this procedure is to determine and document the disclosure process and method, as well as phases for any inventions developed as a result of research projects that are carried out by academic and administrative staff at Koç University.

2. SCOPE

It covers any academic and administrative staff with inventions pursuant to research studies carried out within Koç University.

3. REFERENCES

- 3.1.** Koç University Intellectual Property Rights and Technology Transfer Policies, 03.11.2017, Academic Council Decision
- 3.2.** Technology Transfer Procedure

4. RESPONSIBILITIES

- 4.1.** The Research Project Development and Technology Transfer Directorate (RPDTTD) subordinate to the Vice President for Research and Development Vice President for Research and Development is responsible for implementation of this procedure.
- 4.2.** The RPDTTD Director is responsible for tracking the process contained by this procedure, as well as for updating the relevant documents thereof.
- 4.3.** Invention Disclosure Form (IDF) is published in web page of RPDTTD, it is the inventor's responsibility to receive the IDF from the web page or request it from RPDTTD.
- 4.4.** It is the responsibility of RPDTTD to send IDFs to any academicians who he or she believes are inventors; track the forms with a wet signature in connection therewith; inform the inventor about receipt and competence of the IDF's content; send a copy of the form to Inventram, file the form, evaluate the invention regarding patentability and commercial potential; present the invention to the Patent Council for the decision of patent application, renewal, country designation; track the proceedings of maintenance and commercialization when Inventram is responsible or execute them if University has the rights.

5. DEFINITIONS

5.1. Invention

This refers to any intellectual invention having specific technical characteristics for the solution of problems in a technical field.

5.2. Inventor

This refers to a person who develops an invention.

5.3. Invention Disclosure Form (IDF)

This refers to the form by which an inventor discloses to the University of an Invention that has commercial potential, as determined by the inventor.

5.4. Intellectual Property Commission

Intellectual Property Commission consists of Vice President for Research and Development, RPDTTD Director, Technology Transfer Specialists and if necessary, Experts and inventors. The commission is responsible for strategic decisions such as patent application, renewal, country designation and commercialization.