



IP DISCLOSURE POLICY



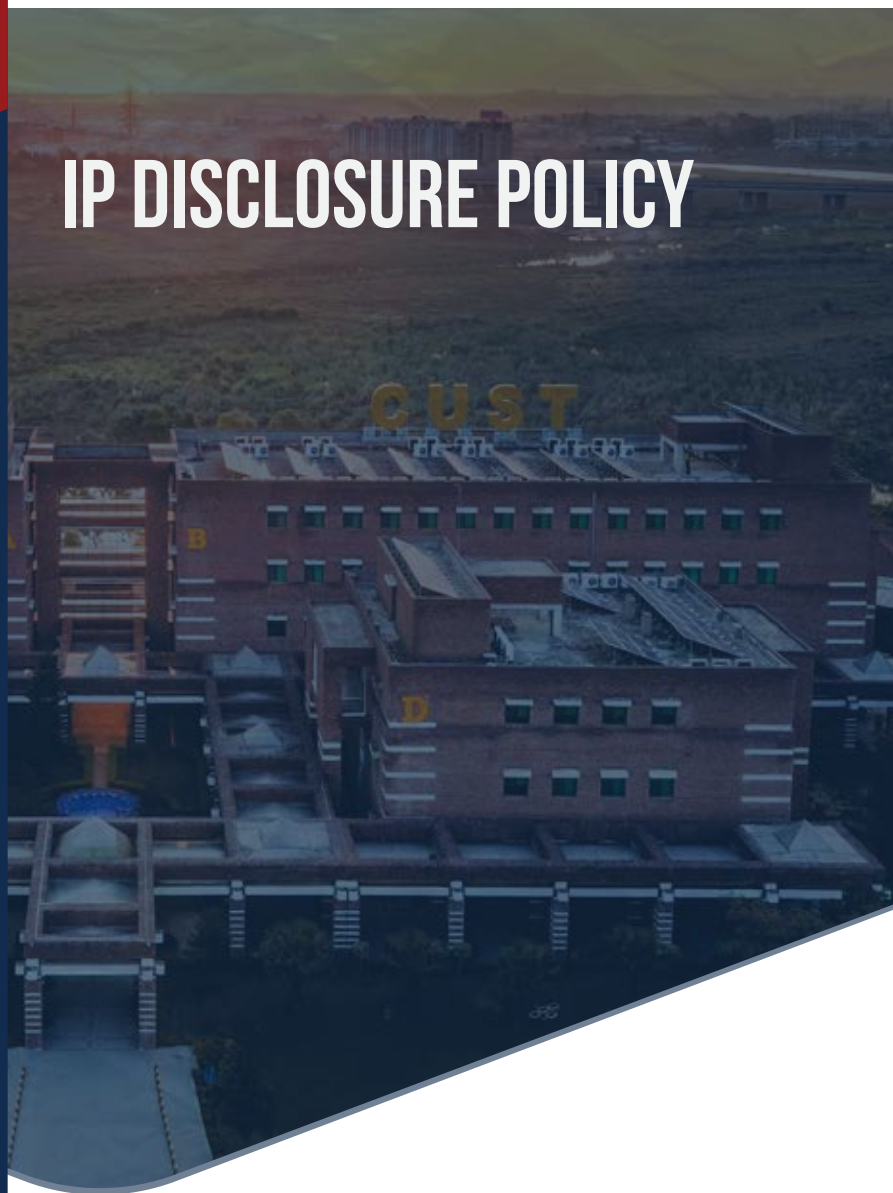
RESEARCH



INNOVATION



COMMERCIALIZATION



ORIC

**OFFICE OF RESEARCH, INNOVATION
AND COMMERCIALIZATION**

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CUST IP/PA Disclosure Policy

IP disclosure generally refers to the process of publicly or formally revealing information about intellectual property (IP), such as inventions, innovations, designs, or trademarks. This disclosure serves multiple purposes, including establishing the timeline of an invention for patent filing, informing stakeholders about the scope and value of the IP, and fostering transparency and trust among collaborators and the public. IP disclosures are critical for protecting IP rights, complying with legal requirements, and facilitating commercialization or collaboration opportunities. Typically, an IP disclosure is a detailed and confidential document submitted by inventors or creators to initiate IP protection processes or to inform relevant parties in litigation or development contexts.

- (a) The University encourages its Researchers to identify research results with potential commercialization value, as it may enhance the reputation of the University through bringing them to public use and benefit.
- (b) The ORIC Office shall be responsible for the protection and commercialization of the University's Intellectual Property. The Inventor(s) however, shall be consulted in each phase of the procedure.
- (c) Researchers shall be required to present in writing the draft publications containing scientific results to the relevant Head of Department before publishing them, and shall state in writing, that to the best of their knowledge such works do not contain any results for which protection may be obtained, or which can be exploited in any way.
- (d) Inventors shall fully disclose all research activities and results relevant to the Intellectual Property and provide information about themselves, in particular the percentage of their contribution to the creation of the Intellectual Property and the circumstances under which it was created. The detailed description of the Intellectual Property shall be presented in such a manner that the inventive activity involved, and its novelty as well as its susceptibility of industrial application, becomes explicit and clear-cut for a person skilled in the art.
- (e) Researchers, including employees and students are obliged to disclose all Intellectual Property falling within the scope of this policy.

- (f) Copyrighted works shall be excluded from the disclosing obligation, except for those which were developed in the performance of a sponsored research or other third party agreement.
- (g) If an inventor has developed any IP, the ownership of which is vested in the University, the Inventor(s) must promptly disclose the full details of the IP to the ORIC within one month. The ORIC will evaluate the commercial potential and patentability of the IP. The ORIC may consult independent experts who are competent in the field to assist in the evaluation. In all cases where IP is disclosed by a member of staff for possible commercialization, the University is obliged to ascertain its commercial potential. Intellectual property disclosures are normally considered confidential by the University, but for the sake of ascertaining its commercial potential, ORIC will inform all members to get feedback.

Definitions

Incubation Centre: is a specialized program or physical space designed to nurture and accelerate the growth of startups and new ventures that are based on university research, technology, and intellectual property (IP). Its primary goal is to bridge the gap between academic innovation and commercial success.

Intellectual Property (IP): refers to creations of the mind, such as inventions, literary and artistic works, designs, and symbols, names, and images used in commerce. It is a class of property that results from the workings of human intellect and has commercial value.

Patent: is a legal right granted by a governing body to an inventor or assignee for a limited period of time, in exchange for the public disclosure of an invention

Spin-Off: refers to a company established to commercialize university-owned IP, developed through Final Year Projects (FYPs), theses, funded research, or other institutional activities.

Startup: refers to a new business venture initiated by students, faculty, or staff based on skills, know-how, or project experience, without involving university-owned Intellectual Property (IP).

Venture Capital (VC): refers to a type of private equity financing provided by investors to startups and early-stage companies that have been developed from university research. This funding is given in exchange for an ownership stake (equity) in the company.



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CUST/ORIC/2025/DF____

Intellectual Property (IP)/Policy Advocacy (PA) Disclosure Form

1. Title of the Work:
2. Name of Student (s)/Supervisor:
3. Summary of Work:
4. Has the work been publicly disclosed? <input type="checkbox"/> Yes — Date & Platform: _____ <input type="checkbox"/> No
5. Is this work intended for IP filing or Policy Advocacy? <input type="checkbox"/> Yes (If yes, proceed to section 6) <input type="checkbox"/> No (You may Sign at Section 10 & Submit
6. Type of Work (Patent/Copyright/Policy Advocacy/Other): _____
7. Expected Date of Completion of Work:
8. Industrial/Organizational Application:
9. Any Funding Source? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide Name)
10. Declaration & Signature: I/ We declare that the above information is accurate to the best of my/our knowledge and understand that this disclosure is necessary whether or not an IP filed at a later stage. Signature of Creator(s): _____ Department: _____ Signature & Stamp of Head of Department: Received by ORIC: _____ Date: _____

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