

# Frequently Asked Questions (FAQ)

- 1 Is it possible to utilize the services of VIT IPR and Technology Transfer Cell to apply for patent and getting it granted?**

*Yes, very much so. VIT IPR and Technology Transfer Cell has the mandate of facilitating the patenting of inventions made by faculty members, research associates, research scholars and other researchers working at VIT.*

- 2 In what proportion would the expenditure to be incurred for getting the patent granted be shared between VIT and the inventors?**

*If the patent application is processed through VIT IPR and Technology Transfer Cell and VIT is the Assignee for the granted patent, the fee payable at various stages in the process of getting the patent granted is paid by VIT. No fees in such a case is payable by the Inventor.*

- 3 If the expenditure to be incurred for the patenting process is fully borne by VIT, what will be royalty share for inventors after the patent is granted and we go for commercialization?**

*The revenue accruing out of the commercial exploitation of IP (i.e. the technology transfer fee and subsequent royalty payments) would be shared appropriately between the inventor(s) and the Institute. Currently this ratio is 60:40.*

- 4 Can you help us with the complete rules and regulations of the patent application and regulations followed by the VIT IPR and Technology Transfer Cell?**

*Please go through the links 'frequently asked questions' and 'IPR Policy' under "IPR and Technology Transfer Cell" link at VIT Website.*

- 5 Is it possible to apply for patent as an individual without help from VIT?**

*If the work leading to the invention is done during the stay of researcher at VIT and if the facilities available at VIT are used to do the work leading to the invention, it is expected that the Inventor files the application through VIT IPR and Technology Transfer Cell with VIT as the Assignee.*

- 6 If the patent application is not processed through VIT IPR and Technology Transfer Cell, will VIT still financially support the patenting process?**

*If the patent is not applied through VIT IPR and Technology Transfer Cell, VIT will not pay for any of the expenditure associated with the patenting process.*

**7 What is the documentation to be submitted to IPR and Technology Transfer Cell and what is the mode of submission, when one makes a beginning with patenting his invention?**

*The Inventor has to make his proposal in the format of Invention Disclosure Form (IDF). The format of IDF is different for patents and design registrations. IDF for filing of patents is in two parts – Part 1 and Part 2. Both the parts need to be filled. The blanks of the Part 1 and Part 2 of the IDF in case of patent filing and blanks IDF for filing to design application may be downloaded from IPR and Technology Transfer cell of VIT website as necessary. They are also available in VTOP spotlight now.*

*There were instances when the Inventor submitted details as Forms 1, 2, 3 and 5 of the Indian Patents Act 1970. These forms are not required to be submitted to IPR and Technology Transfer Cell.*

*In case of proposal for design registration, the inventors are required to enter into the “Agreement on Designs” with VIT on a Rs-20 non judicial stamp paper. The template for the agreement is available as a downloadable document at IPR and Technology Transfer Cell link of VIT website. Part-1 and Part- of IDF for patent filing, IDF for design registration and Agreement on Designs can also be accessed through spotlight of ~~VIT~~ V\_TOP.*

*The process of submission of the patent application to IPR and Technology Transfer Cell has since been digitalized. The submission is to be done through the VIT-VTOP. The link is <https://vtop.vit.ac.in/vtop/initialProcess>. The Inventors intending to have their patent application processed through IPR and Technology Transfer Cell may go to “Research” and click “IPR and Technology Transfer Cell”. The link “Manage IDF” may then be clicked. The Inventor would be taken to IPR dashboard. The inventor He can then start the process of submission of the Documentation.*

**8 Which are the points which need particular attention, while filling the Invention Disclosure Form (IDF) for patents?**

**The following points in IDF Part 2 require particular attention:**

Point 3: *General area of the patent: Please be specific*

Point 5: *Information available in the published literature (prior art): You have to cite, without fail, patents granted in related areas, including the patent number.*

Point 6: *Limitations of the presently available technology / product: The response to this point should be clearly emerging from the response given to point 10*

Point 7: *Description of the invention: As detailed as possible and well-illustrated with flow charts, diagrams etc. as appropriate*

Point 10: *Market potential of the product / process / technology developed: To be compulsorily answered and not to be glossed over*

Point 12: *Give name and complete address / contact details of at least two companies which would be interested in licensing / commercial exploitation of your invention: Your response should be there, without fail.*

*Point 14: What is technology readiness level of your invention? Your response should be there, without fail.*

**9 Is it necessary to submit hard copy of Invention Disclosure Form to VIT IPR and Technology Transfer Cell?**

*It is not necessary to submit hard copy. It is sufficient to upload soft copy through VIT VTOP.*

**10 Should the Inventor also get in touch with Technology Business Incubator (TBI) at VIT?**

*No. The IPR related issues are no more handled by TBI. IPR and Technology Transfer Cell is now looking after all IPR related matters. All correspondence relating to IPR matters may please be addressed to [iprvit@vit.ac.in](mailto:iprvit@vit.ac.in)*

**11 Can the VIT IPR and Technology Transfer Cell be contacted telephonically?**

*Should you need any clarification on telephone, the Convener of the Cell is available at VIT extension No - 2297.*

**12 Where is the Office of IPR and Technology Transfer Cell located?**

*Office of IPR and Technology Transfer Cell is located in room No – 101, first floor, CDMM Building.*

**13 What are the steps involved from the point of submitting the application to IPR and Technology Transfer Cell till the point of grant of patent?**

*Please see the enclosed flow diagram.*

# **STEPS INVOLVED IN THE PATENTING PROCESS**

