**Application for IP Services**

Directions to the applicant

Please complete an individual form for each research/ technology ‘project’ that you wish to be considered for IP service support. You may find it helpful to refer to an EoI form if you previously completed this.

If you have more than one research project that you are now trying to commercialise as a ‘bundle’ then you can indicate this below. Please highlight this in the appropriate box of Section B for the assessors.

\*Indicates a compulsory field

1. **Applicant information**

|  |  |
| --- | --- |
| 9-digit Participant Identification Code PIC[[1]](#footnote-1)\* |  |
| Name of your ‘unit’ e.g. Tech Transfer Office/ Faculty, Department\* |  |
| Name of associated PRO (University / Institute)\* |  |
| EU Member State Country\*  (Applicants from the UK should note that the terms of BREXIT may affect their eligibility. Applicants from the UK will be notified as to if their application can be processed). |  |
| Name of corresponding individual\* |  |
| Email\* |  |
| Phone number\* |  |

Please note that while an organisation can make multiple applications to IP Booster the **total support** that can be allocated to an organisation’s PIC number must not exceed €25 000 total over the duration of IP Booster (January 2019-December 2021). This is equivalent to one of each of the 5 services.

Please liaise with the TTO or IP office at your organisations to ensure that this limited budget is distributed over the IP portfolio and managed over the course of IP Booster. Once the budget is used up we will not be able to consider any further applications for support from your organisation.

1. **Existing support for IP Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have access to any of the following IP services within/ through your organisation for this project? e.g. directly via a TTO or using PRO/ national funds to secure external professional services like patent drafting.\* |  | Yes (X) | No (X) |
| Basic IP Audit/ IP Evaluation |  |  |
| Patent landscaping |  |  |
| Comprehensive IP evaluation/ due diligence |  |  |
| Preparation for patent applications and design and trademark applications |  |  |
| Advice and support in negotiating technology transfer agreements |  |  |
| Does your PRO provide non-IP services that support commercialisation of research e.g. through a Centre for Technology Transfer?\* | |  |  |
| If Yes describe: | |  | |
| Do you have access to any national funds that support IP services in your country?\* | |  |  |
| If ‘Yes’ then please outline these funds and explain why they cannot be used for this project. | |  | |

1. **Project information**

|  |  |  |
| --- | --- | --- |
| Are you making this application for IP services support for (X)\* | | |
| One research project |  | Complete section D |
| Several research projects that have been ‘bundled’ together for commercialisation purposes e.g. involving several patents in a closely related field. |  | Complete section E |

1. **Single Project information**

|  |  |
| --- | --- |
| If **EC Funded,** please state |  |
| Project Acronym 1 |  |
| Funding stream e.g. H2020 |  |
| Total value of the grant |  |
| Value of the award to your PRO |  |
| Technology field |  |
| Present TRL |  |
| No. of patents already filed for the project. |  |
| No. of other IP rights already filed (trademarks, design rights, etc.) |  |
| If **Not EC Funded**, please indicate: |  |
| Acronym or Title for project |  |
| Source of funding for Project 1 e.g. national agency research funding |  |
| Value of the research grant to your PRO |  |
| Technology field |  |
| Present TRL |  |
| No. of patents already filed for the project. |  |
| No. of other IP rights already filed (trademarks, design rights, etc.) |  |

Now move to Section F

1. **‘Bundled’ project applications**

‘Bundled projects’ are ones where several grants have been used to advance a single area of research and the accumulated results will be commercialised together e.g. under the terms of a single license. If this is the case you can apply here as if they were a single ‘project’. If your results are discrete and may be commercialised individually then use section D. above and submit an application form for each ‘project’.

|  |  |
| --- | --- |
| If you are applying with a commercialisation project that is bundling the results/ outputs of several research projects together then answer the questions below as fully as possible. | |
| Number of ‘bundled’ research projects |  |
| Sources of funding for each project (list) | Value of each associated grant to the PRO (if this can be determined) |
|  |  |
|  |  |
|  |  |
| Technology field |  |
| Present TRL |  |
| No. of patents already filed for the project. |  |
| No. of other IP rights already filed (trademarks, design rights, etc). |  |

Now move to Section F

1. **Background on the research project and IP ownership**

Provide up to half a page of text that addresses each of the FIVE issues below:

1. A short description of the technology and the problem or opportunity that it addresses.
2. A short explanation of the ownership of the results (foreground).
3. An indication of any ownership issues that might affect exploitation (background, foreground, ownership provisions, access rights provisions).
4. An indication of any funds that were secured from the grant specifically for IP activities and how they have been used to support commercialisation.
5. Plan for ongoing or further research to increase the present TRL including plans to secure the IP.

Project Background:

1. **Information about the status of IP commercialisation / exploitation**

For H2020 and FP7 projects, please up-load a current /updated **PEDR** (Plan for Exploitation and Dissemination of Results) or a **PUDF** (Plan for Use and Dissemination of Foreground)and a complete the table below.

For projects not funded under FP7/ H2020 complete the table below.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Have you identified your main target markets and customers? |  |  |
| Have you identified your major competitors? |  |  |
| Do you know the main geographical locations of your target markets? |  |  |
| Do you know the value of the target market sectors and countries? |  |  |

1. **Information about IP activities that have already taken place.**

Indicate in the box below if any IP related activities have already taken place

|  |  |
| --- | --- |
| IP related activities that have already taken place to support commercialisation | X |
| Project IP auditing |  |
| Technology evaluation |  |
| Prior art/ novelty searches |  |
| Patent drafting |  |
| Patent filing |  |
| Patent landscaping |  |
| trademark registration |  |
| Freedom to Operate search |  |
| IP valuation |  |
| IP licensing |  |
| Other (please specify) |  |
|  |  |
|  |  |

1. **Informational about research team, PRO and support services**

Please provide up to 1/2 a page of text to cover the following aspects of the project:

1. An outline of any previous experience in the research team in supporting technology commercialisation e.g. licensing technology, being involved in spinoff, working with industrial partners.
2. An outline of the research strengths and innovation activities of the PRO (e.g. research funding, research productivity, innovation performance)
3. An outline of the technology transfer support services (TTO or other similar unit) including support for spin-off creation and access to early stage investors.

*Section* G *in particular will be used as 'mitigation' to help the assessors to make decision on borderline cases e.g. to identify strong research results that do not have alternative forms of support or research projects where IP services will be strongly leveraged by a good TTO*. Applications from PROs that do not have adequate support to realise the benefit of the IP services may be declined so please think carefully about where you can find support for commercialisation at your PRO.

Project Team and PRO Commercialisation support:

1. **Request and rational for support**

Please outline below the rational for each of the services that you are requesting. Indicate how access to this IP service will increase the commercial potential of this particular research project and help you to successfully exploit the research.

Please note that the service provider will take your request into consideration but may also suggest a different service intervention based on all the information supplied and on the overall demand for services from your PRO.

Leave empty the rows of the services you are not requesting.

|  |  |  |
| --- | --- | --- |
| IP Services you are requesting (see information [here](https://ipbooster.meta-group.com/) ) | Place an X in this column if you are applying for this service | Brief explanation (max 500 characters + spaces) for why **this service** will be of particular benefit in helping to commercialising **this research project**.  (Please note that assessors will look at all applications from an organisations and will be checking to see that applications are specific and not simply re-using generic text). |
| Basic IP Audit/ IP Evaluation |  |  |
| Patent landscaping |  |  |
| Comprehensive IP evaluation/ due diligence |  |  |
| Preparation for patent applications and design and trademark applications |  |  |
| Advice and support in negotiating technology transfer agreements |  |  |

Please indicate your time planning for the reception of the service(s). Please do not apply for services that you will not be able to receive fully within 6 months. This allows us to ensure that services that are urgently needed can kick-off rapidly and we can regularly report clear progress to the Commission who have approved the list of Beneficiaries.

If you are not ready to receive a service or it will be dependent on the outcome of another service then please defer and apply again in the next 6 month call period. For example, if you are seeking support for and IP audit or invention patentability (S1-S2) or to prepare a patent (S4) then consider carefully is you are ready to have support for patent valuation (S3) or to negotiate a licensing agreement (S5).

|  |  |  |
| --- | --- | --- |
|  | Insert the services you are applying for in appropriate box. | This service will be dependent on the outcome and outputs of a previous service (X) |
| Within 1 month |  |  |
| Within 3 months |  |  |
| Within 6 months |  |  |

**K. Declaration and confirmation of application**

I declare that we are not eligible/ able to secure funding for the IP Services requested from national funds and that if this situation changes I will promptly inform Meta group srl at the [ipbooster@meta-group.com](mailto:ipbooster@meta-group.com) email address.

Signed

Date

**L. PIC owner acknowledgement**

I acknowledge that we are aware of this application and that we understand that the **total support** that can be allocated to an organisation’s PIC number must not exceed €25 000 total over the duration of IP Booster (January 2019-December 2021).( This is equivalent to a total of one of each of the 5 services). We understand fully that All applications citing our PIC number will contribute to consumption of out €25 000.

Organization/Department/Office name

Signature

Date

1. See https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register [↑](#footnote-ref-1)