



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2022-23/05

Date: 02.01.2023

NOTIFICATION

Subject: Procedure for filing Patent/ IP Application by Inventors.

The Procedure for filing Patent Application by Inventor(s) is hereby notified as under:

1. The Inventor(s) may identify the Principle Inventor who will be responsible for all the communication with IPR Cell, Office of R&D. The Principle Inventor should be faculty of the Institute.
2. The Principle Inventor may submit the proposal in requisite form to IPR Cell, Office of R&D along with supporting documents.
3. There may be following sources of funding:
 - a) Institute fund
 - b) Project fund/ Own fund/ Any other source associated to the inventor(s).
4. In case (a) source of funding is Institute fund then steps are as follows:
 - i) The Principle Inventor will send the proposal and filled forms to IPR Cell, Office of R&D at **ipr_rnd@iitj.ac.in**.
 - ii) IPR Cell, Office of R&D will share the proposal with Institute Intellectual Property Management Group (IIPMG) committee members.
 - iii) The Proposal will be placed in upcoming meeting of IIPMG.
 - iv) Recommendations of IIPMG will be placed before the Competent Authority for approval.
 - v) As per approved recommendations, Inventor(s) will be informed to take appropriate action, if desired.
 - vi) In case approved recommendation is for filing patent applications then application will be filed as per point 8.
5. In case (b) source of funding is Project fund/ Own fund/ Any other source associated to the inventor(s) then steps are as follows:
 - i) The Principle Inventor will send the proposal and filled forms to IPR Cell, Office of R&D at **ipr_rnd@iitj.ac.in**.
 - ii) IPR Cell, Office of R&D will seek approval from the Dean (R&D) for filing provisional patent application.
 - iii) On getting approval the provisional patent application will be filed as per point 8.
 - iv) After a provisional patent is filed, the IIPMG committee will discuss the full patent application with the inventors before filing it (within a year). Funding for full patent application may come from PIs sources or R&D funding.

6. In case of International Patent application and PCT filing through Institute fund, recommendations of TKTG are required prior to placement of the proposal before IIPMG.
7. In case of International Patent application and PCT filing through Project fund/ Own fund/ Any other source, approval of the Competent Authority will be sought prior to filing the provisional patent application.
8. Patent filing Steps:
 - i) The Principle Inventor will be given list of institute empaneled firms/attorneys.
 - ii) The Principle inventor will provide name of the attorney and specifications along with other relevant documents to the IPR Cell, Office of R&D.
 - iii) The IPR Cell, Office of R&D will forward all documents to the attorney under intimation to the Principle inventor.
 - iv) The inventor(s) will provide all required inputs / technical support to the IP Attorney under copy to IPR Cell, Office of R&D(ipr_rnd@iitj.ac.in).
 - v) The IPR Cell, Office of R&D will provide administrative support in the entire process of IP filing and follow-up.
9. Payment will be processed from the source of funding as mentioned in the application form with due verification from the Principle Inventor.

This issues with the approval of the Competent Authority.



(Prof. Mayank Vatsa)
Dean (R&D)

Copy to:

1. Director
2. Deputy Director
3. All Committee members, IIPMG and TKTG
4. Associate Dean (R&D)
5. All Faculty Members
6. Office of R&D
7. Webmaster for uploading in the Institute Website