

Completing an online disclosure form

To create a new disclosure, click the “Add New Disclosure” button on the right.

The online disclosure form is grouped into 5 easy- to-manage pages:

- Details
- Researchers
- Funding
- Survey Questions
- Confirmation

Details

Title	The title for the invention you are disclosing
Disclosure Type	Online Disclosure is the default
Description	A paragraph or 2 describing the invention/technology
First Public Disclosure (date)	You must include this date if the technology details have been published or disclosed to a third party
Circumstances of Disclosure	Details surrounding how and why the technology was disclosed to a third party or published
Suggested Keywords	Optional field listing keywords you the inventor may be believe will be useful in marketing the technology

Researchers

Add the researchers involved in the creation of this invention. The default is the researcher submitting the disclosure. For each researcher add the following:

First Name

Middle Name

Last Name

Organisation eg UNSW Australia

Email Address

“Add to List” button

Once the list is completed, select the Lead Researcher and then continue to the next step.

Funding

If there is no external funding check the box at the end of this page.

Sponsor Name	The organisation supplying the grant
Country	The country that the grant comes from
Contract Number	The identifying Contract Number, if known.

Survey Questions

Date of Invention	When did you come up with the idea.
Describe the possible uses for this invention	There might be more than one application or use for you invention, feel free to list as many as you like.
Who do you see being interested in this innovation?	You can name companies, industries or types of people.
Name your Head of School	Your head of school will be alerted that you have created a new idea via email
Any previous contact with UNSW Innovations?	Please indicate if you have had prior dealings with UNSW innovations
UNSW Innovations Prior Contact	Please who in UNSW Innovations you had previous contact, if any

Confirmation

Review details and submit.

When you submit your disclosure, staff at UNSW Innovations are alerted and a Business Development Manager from our Academic Services Team will be in contact with you soon after to discuss your idea further. An email is also sent to you, and any other inventors you have listed, that your idea has been successfully submitted.