

CIMR policy for stages of IP that require IMC notification

The IMC (through the CIMR Director) and the head of the affiliated home department (the 'heads') should be informed at the following stages of research commercialization by the lead CIMR inventor (normally the PI):

1. ***Invention disclosure.*** Submission of an Invention Disclosure Form to Cambridge Enterprise with details of the invention (IP) and the names and sources of funding of those involved. It is indicated at this stage whether the invention will be developed through Cambridge Enterprise or independently. Cambridge Enterprise will notify the appropriate heads when the invention disclosure lists the Department as: *CIMR/Home Department*.
2. ***Submission of patent.*** The heads should be notified upon the submission of a patent application to the appropriate regional or national office, specifying the names of the inventors. Patent application number should be provided by lead CIMR inventor.
3. ***Assignment of a PCT (Patent Cooperation Treaty) number.*** PCT filing normally occurs 12 months after initial submission. Lead CIMR inventor should notify heads of the PCT number and filing date.
4. ***Publication of the patent.*** The publication and assignment of a WO number to a patent generally occurs 18 months after submission. Lead CIMR inventor should notify heads of the WO number and date.
5. ***Any material changes to the patent.*** Any retraction, alteration or resubmission of the patent should be reported by the lead CIMR inventor to the heads.
6. ***IP licensing or assignment.*** The licencing or assignment of IP to a third party should be reported by the lead CIMR inventor to the heads.

Non-patented IP (knowhow, software, materials, etc) commercialised by CE. The lead CIMR investigator involved will undertake to inform the heads of progress towards commercialisation.