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 your 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.