1. **Why is it important to report Intellectual Property (IP)?**
   According to the IP policy, all Intellectual Property developed under any research project funded by QF is at least jointly owned by QF. As a result, all QF entities and the QNRF awarded institutions including their sub awardees from NPRP for cycle 7 and above, all NPRP-EP projects and all future cycles of JSREP, PDRA, GSRA are obligated to report IP resulting from projects funded by QNRF to QF’s office of Intellectual Property and Technology Transfer (IPTT) so that appropriate protection is obtained prior to making it available to the public in any manner.

   Failure to disclose is a violation of both the QF Employment Policy and the IP Policy. If IP were to be revealed or transferred in a manner unauthorized by those policies, QF may have to litigate to restore its rights. It may also impact funding decisions on future submissions for QNRF.

2. **How to identify Intellectual Property (IP) in your projects?**
   Intellectual Property includes but is not limited to know-how, computer programs, computer applications, software design, web design, data, databases, algorithms, product designs, models, audiovisual programs, inventions, original works of authorship, discoveries, experimental processes, and experimental results. Nearly all research projects are capable of producing some form of IP.

   **Example:**
   Through a fictional Research Project ‘highly flexible 3D printed material’ - below, we briefly illustrate what forms of IP can emanate from a research project:

   - **Data:** Collected facts and statistics that describe the elasticity of varying material composition.
   - **Formula:** Chemical composition of the material.
   - **Design:** Perhaps the 3D printer would need a specific nozzle design.
   - **Experimental Results:** Any results from experiments proving the elasticity of the material.
   - **Technical Solution:** A material with unique properties that make it highly flexible and can be utilized for various application areas.

   All of the above forms of IP are protectable and could be commercialized.

   If you are uncertain whether you have created IP or not, please contact us. IPTT will work with you and provide the necessary guidance to determine what constitutes IP and how it can be protected.

3. **When do I report Intellectual Property (IP)?**
   It is a good idea to report, if your research has resulted in the creation of any of the items that constitutes IP as described in section 1 above.

   We encourage all researchers to report IP at any stage of their project. However, please make sure to report IP to QF before publishing or presenting the information in any public forum. It is imperative to consult IPTT before revealing any information related to your awarded research project publicly. Public disclosure of information jeopardizes the possibility of IP protection and future commercialization. This is a loss of valuable IP
for both the researcher and QF. Hence, if you believe that a planned publication, oral presentation or other promotional material may contain unprotected IP, please consult with IPTT prior to release of that information. If unprotected IP is confirmed, IPTT will work with the author or presenter in a timely manner to protect the information so the rights of the author and QF are not jeopardized. QF encourages public dissemination of research, however with valid protection of intellectual property rights.

IPTT recognizes the need for researchers to discuss the details of their awarded projects with interested parties for collaboration opportunities. IPTT will provide Non-Disclosure Agreements (NDAs) to ensure the confidentiality of such discussions. We strongly encourage you to contact us for an NDA prior to engaging in such discussions. If you feel such discussions have taken place without an NDA, please consult us and IPTT will guide you on the appropriate steps to be taken.

4. **How do I report Intellectual Property?**
IP is reported to IPTT in form of an Invention Disclosure. Invention Disclosure is a document that fully describes the creation of any IP. Researchers must ensure that the IP disclosed or presented by them as original in fact be their original works and not wholly or substantially copied from the work of others.

All disclosures submitted to IPTT are recorded on the QF IP management system “Sophia”. Sophia is a knowledge management system which records IP disclosures and related patent filings, agreements, financials and IP marketing activities.

5. **What are the steps to submit an Invention Disclosure?**

   **If you are a new user submitting a disclosure for the first time:**

   **Step 1- User Account Creation:** You will first need to have a user account to access ‘Sophia’- QF’s IP management system. Send an email to IPTT at iptt@qf.org.qa, and we will create your login credentials and email you a username and password.

   **Step 2- Invention Submission:** After receiving your login credentials, please click on the following link to login and fill out an Invention/Software/Creative Works Disclosure Form.
   >> [Submit an Invention Disclosure](#)

   **If you are an existing user:**

   To have your invention, software or creative work reviewed for protection and commercialization, please click on the following link, login and fill out an Invention/Software/Creative Works Disclosure Form.
   >> [Submit an Invention Disclosure](#)

   If you have any questions regarding your user account, please contact us.