**APPLICATION FOR SERVICES FORM**

Version 1.3

By completing and submitting this Form, I am applying for the support/services under the TTF Program that is implemented by the Technology Transfer Facility within the Innovation Fund (hereinafter: “TTF”), for my Project entitled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, TTF ID \_\_\_\_\_\_\_\_\_\_further disclosed in Annex 1.

Please indicate below if you are also seeking funding from the Innovation Fund:

No. I am not requesting financial support at this time.

Yes. I am requesting financial support from the Innovation Fund.

Basic information:

|  |  |
| --- | --- |
| Name of Principal Inventor: | |
| Employer/Department/Faculty: | |
| Title: | |
| Email: | Telephone: |
| Address: | |
| Role in Project: | |

Other persons involved (Please make sure that you are listing all relevant persons included in the creation of the invention and its development to date)[[1]](#footnote-1):

|  |  |
| --- | --- |
| Name: | |
| Employer/Department/Faculty: | |
| Title: | |
| Email: | Telephone: |
| Address: | |
| Role in Project: | |

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| Name: | |
| Employer/Department/Faculty: | |
| Title: | |
| Email: | Telephone: |
| Address: | |
| Role in Project: | |

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| Name: | |
| Employer/Department/Faculty: | |
| Title: | |
| Email: | Telephone: |
| Address: | |
| Role in Project: | |

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| Employer/Department/Faculty: | |
| Title: | |
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| Name: | |
| Employer/Department/Faculty: | |
| Title: | |
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| Address: | |
| Role in Project: | |

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| Name: | |
| Employer/Department/Faculty: | |
| Title: | |
| Email: | Telephone: |
| Address: | |
| Role in Project: | |

**1. Use of Data**

I confirm that all the facts and statements in the Application are true and complete.

I agree that the basic data about the Applicant, name, address, and location, as well as data from the section “Brief Summary of the Invention” from the Invention Disclosure Form, disclosed in Annex 1 in English and Serbian language can be made publicly available.

I agree that the data in the Application be stored in the databases and be used for the purpose of the implementation of the TTF Program and the purpose of statistical analyses (without technical details of the technology).

I agree that in case of support granted/successful commercialization, the data in the Application can be used for promotion of the TTF Program (without revealing technical details).

**2. Information Requirements**

I agree to provide all additional information to the TTF, needed for the evaluation, monitoring and negotiation of potential commercialization, upon TTF’s request.

I agree to report to the TTF in a timely manner about any changes relevant to the analysis and evaluation of the Application or implementation as the changes occur, and that in case this information is not reported fully and timely, I will be responsible for any possible damages and costs that may result from it.

I confirm that I am familiar with any and all documents related with the TTF Program and I fully and irrevocably agree that any and all such documents related with the TTF Program have mandatory character for the Applicant and that these documents shall apply together with any Agreement.

**3. Decision on the Project Support**

I understand that the decision whether the submitted Project will receive support under the TTF Program is made by the TTF Decision Committee at the Innovation Fund, and that the Applicant does not have the right to contest this decision.

**4. Intellectual Property (IP)**

I confirm that the Applicant has documented evidence of ownership of all Project related intellectual property (including patents, patent applications, trademarks, trade names, brands, copyrights, service marks, know how, or show how, R&D results, etc.) - hereinafter: the “IP”, and all know-how rights to the technology being developed and to the finished product/service and that no third party has or can claim these IP rights. Furthermore, I undertake to submit all relevant information pertaining to the IP and know-how rights in questions, as required by the Invention Disclosure Form.

I confirm that to the best of my knowledge, no IP related to my Application infringes the IP rights of any third party.

**5. Procurement**

I confirm that the Applicant will carry out the procurement of goods and consultant services defined in the Application, by using the best commercial procurement practices acceptable to the World Bank in accordance with the World Bank’s Procurement and Consultant Guidelines. .

**6. Environment**

I confirm that I, on behalf of the Applicant have read, understood, and the Applicant is willing to comply with the requirements of the Environmental Management Framework and that Applicant will provide all the required information and permits requested in the application including the Environmental Management Framework, if requested. Applicant agrees to comply with all Serbian environmental policies and laws. The Applicant shall indemnify and keep IF harmless in case IF suffered any documented loss due to violation of the Environmental Laws.

**7. Fraud and Corruption**

I confirm that the Applicant agrees to adhere to the highest ethical standard throughout the execution of the Financing Agreement and implementation of the project. For that purpose:

(i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of another party;

(ii) “fraudulent practice” is an act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

(iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

(iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) “obstructive practice” is:

(a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Fund or World Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(b) acts intended to materially impede the exercise of the Fund’s and/or World Bank’s inspection and audit rights.

**8. Confidentiality**

On behalf of the Applicant, I hereby confirm that I have read and agree with the Innovation Fund’s Confidentiality Statement and Prevention of the Conflict of Interest Policy (http://www.innovationfund.rs/documents/Confidentiality\_Policy\_and\_Prevention\_of\_Conflict\_of\_Interest\_Policy.pdf).

The Applicant is fully in agreement that nothing contained in the foregoing shall restrict the right of the IF to make public the fact of the IF's support for the project and the identification of the Applicant as the Applicant in the project. The IF shall keep all information it receives from the Applicant as confidential. In case the IF uses the assistance of the third party which includes sharing confidential information, the IF shall execute an appropriate confidential disclosure agreement with the third party and ensure the information remains publically undisclosed.

By signature below, I agree to be bound by the published Terms and Conditions of the TTF Program

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date:

Principal Inventor Printed Name

APPLICANT: “Name of the Institution” *e.g. Faculty of Technology and Metallurgy*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date:

*e.g. rector or dean or director of the institute*

Printed name

Stamp

Note: You can insert scanned page with signatures and stamps as picture

ANNEX 1 – INVENTION DISCLOSURE FORM

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| **INVENTION DISCLOSURE FORM**  Version 1.3 | Project IF ID |

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| --- | --- | --- |
| **TITLE OF THE PROJECT:** | | |
| Inventor/Project Leader: | | |
| Institution: | | |
| **For office use only** | | |
| Possible IPR | |  |  | | --- | --- | | Patent |  | | Trademark |  | | Design |  | | Copyright |  | | Know How |  | | Database |  | | Comments: |

The Invention disclosure form is a written description of your invention. By entering correct and complete data in this form you help employees at the Technology Transfer Facility within the Innovation Fund (hereinafter the “TTF”) obtain information about your invention that will:

* help assess whether the identified IP related to the invention is patentable and determine the extent and nature of the commercial opportunity for that invention, and how it might be commercialized,
* help the patent attorney to prepare the draft patent (or other forms of IP protection), if the TTF decides to proceed with patenting,
* indicate IP Rights ownership and provide important information of the date of the invention, which can be important.

IMPORTANT: Discussions between you and the TTF about your invention are confidential. To avoid any inadvertent public disclosure of your invention please use an appropriate Confidential Disclosure Agreement to protect discussions with others.

Invention disclosure form must be filled in promptly after the creation of the intellectual property.

A completed Application for services form should be submitted in electronic form through the TTF official Portal that can be accessed through the Innovation Fund webpage <http://www.innovationfund.rs/> or directly via <https://www.inovacionifond.rs/TTF>

Technology Transfer Facility

Innovation Fund

Science and Technology Park Belgrade

54/B4/1 Veljka Dugosevica St

11000 Belgrade, Serbia

If you have any questions regarding completing the form please contact Technology Transfer Office at your University or contact the TTF via e-mail at [ttf@inovacionifond.rs](mailto:ttf@inovacionifond.rs).

1. **INVENTION OWNERSHIP**
2. **PRINCIPAL INVENTOR OR AUTHOR (SOFTWARE)**

|  |
| --- |
| 1. Name: 2. Faculty/ Institute/ Organization: 3. Function: 4. Home address: 5. Phone number: 6. E-mail: |

*All correspondence with, and questions for, the inventors/authors will be be addressed to the principal inventor. The obligation is to inform the TTF about any address changes. In case of impossibility to contact the principal inventor, all application processing may be suspended.*

1. **INVENTION DATE**

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| 1. The first recorded date of the invention: 2. Date when you started your employment with current employer: 3. Is there a record of earlier invention conception (drawing, laboratory notebook entry, report etc.) which: 4. (a) describes your invention? 5. (b) can be independently confirmed? |

1. **OTHER STAFF AND EXTERNAL CONTRIBUTORS**

*Please list all the individuals whom you consider to have made an active contribution to the invention creation.*

|  |
| --- |
| 1. Name: |
| 1. E-mail: |
| 1. Faculty/Institute/Organization: |

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| 1. Name: |
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| 1. Name: |
| 1. E-mail: |
| 1. Faculty/Institute/Organization: |

*Individuals who have made an active contribution to the invention creation and complete this form will not necessarily be listed as inventors on a patent application. A person is legally defined as an inventor if he or she conceives a key idea underlying the invention.*

1. **EXTERNAL RESOURCES**

*Please describe:*

*i) EVERY item of external funding or important equipment which has been used in connection of this or related work, including grants, contracts, studentships, etc.,*

*ii) ALL specific material or data (this includes both written and electronic media) owned by the third party which has been used in the process of research and without which the invention would not be possible. If this research was done under a grant or contract, please attach a copy of the contract or grant award.*

*iii) Every Confidential Disclosure Agreement or Material Transfer Agreement including their reference numbers/dates (please supply copies if available):*

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1. **WRITTEN DESCRIPTION/INVENTION INFORMATION**
2. **TITLE OF THE INVENTION**

*The title of the invention should be brief but technically accurate and descriptive.*

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| Serbian language:   1. English language: |

1. **BACKGROUND OF THE INVENTION**

*This section should present a brief overview of development steps that led to this particular invention (when and where work on the invention began. Has the invention been tested in a laboratory or used by a third Party and if yes please show results, etc.).*

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1. **BRIEF SUMMARY OF THE INVENTION (approximately 150 words)**

*This section should include a brief summary of the invention. It is necessary to indicate its nature and essence. The summary may point out the advantages of the invention or how it solves the problems related to the current state of the art.*

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1. **NOVEL ASPECTS OF THE INVENTION**

*Please particularly highlight the point of novelty of the present invention that distinguishes it from all else that is known. This helps the licensing staff and the patent attorneys to differentiate the invention from the prior art, to better protect and market it.*

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1. **FUTURE DEVELOPMENT**

*Specify the plans for future development of the invention and the technology. Do you have funds for this work? Specifically, what do you think you will achieve in this area over the next 12 months?*

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1. **PRIOR ART**

*Please give details of any earlier work of the similar kind known to you such as scientific papers, patents (with patent number, if known), or commercial literature relating to your invention (whether it is published material of others, or your own prior art), please cite and/or supply them.*

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1. **PLANNED PUBLICATIONS/DISCLOSURE**

*Please provide details of any publications relating to the invention that you have made or intend to make, or any other forms of public or confidential disclosure (both written and verbal) with dates, (e.g., abstracts, symposiums, poster presentations). Include copies of publications, in print or anticipated, and abstracts.*

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1. **DETAILED DESCRIPTION OF THE INVENTION**

*Attach 2-3 typed A4 pages giving a full technical description of the invention/design (to assist the possible briefing of a patent agent) and including a sketch or sketches.*

*This section is the most important section, and must include a written description of the invention or discovery and the manner and process of making and using it. Furthermore, the description is required to be in such full, clear, concise and exact terms as to enable any person skilled the field to which the invention or discovery pertains, or with which it is most nearly connected, to make and use the invention. This threshold is called the „enablement requirement“, and requires that the invention be described in such detail that a colleague can carry out the invention based only on her knowledge and your description.*

*The specification must also set forth the precise invention such a manner as to distinguish it from other inventions and from what is currently known. It must describe completely a specific model of the process, machine, manufacture, composition of matter or improvement invented, and must explain the mode of operation or principle whenever applicable. The best method contemplated by the inventor of carrying out his/her invention must be described. This threshold is called the „best mode requirement“, and requires that if alternative approaches to carry out the invention are known, the most favored approach known at the time of disclosure should be outlined – whether this approach is favored due to the results it produces, it is the most convenient, or otherwise. Although describing the best mode is a statutory requirement, other approaches should also be disclosed, to ensure that the patent protection is as abroad as possible. 7*

*Finally it is important to refer to figures in this section by their figure numbers, and point out their relevance to teaching the prior art, the invention and its distinguishing characteristics, and/or its best mode.*

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1. **MARKETING QUESTIONAIRE**
2. **TARGET MARKETS**

*In which markets do you think the invention will find most success?*

*List below as many actual or hypothetical products or services as you can think of that might be based on your invention.*

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1. **ADVANTAGES AND BENEFITS**

*List the three key commercial benefits or advantages of the invention:*

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1. **POTENTIAL ROUTES TO MARKET**

*List the names of companies that you think might be interested in using your invention to make, use or sell products or services.*

*Do you have any existing contacts in these companies?*

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1. **FURTHER DEVELOPMENT FUNDING**

*In case that there is a need for additional funds, what exactly would the funding be used for and what is the timeline for that effort? (Please clearly differentiate between funding sought from the IF and any other funding that you anticipate being needed to advance the results towards a commercial product or service). Make clear if you have already secured other needed funding. Where you have estimates for funding needed, e.g. for patent drafting/ filing or further specific R&D activities, then try to state estimated amounts. Include a timeline (months/ years) and the priority of funding activities e.g. if drafting and filing a patent needs to take place before further R&D takes place then make this clear. Have in mind that in principle the TTF funds must be used within a maximum period of 6 months.*

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*Outline the results expected using the financing and explain why these results will increase the interest of potential commercial partners.*

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*What would be the advance in commercial readiness achieved with the funding? What are the next steps towards commercialization of the product?*

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1. **CVs OF KEY CONTRIBUTORS**
2. Please indicate as many of the following as are applicable to demonstrate applied R&D and commercialization of research experience inside your team :

I/we have previously received a grant from the MoSETD for an innovation project.

I/we have previously worked in collaboration with enterprises (e.g. FP6/7 Horizon 2020 projects).

I/we have previously undertaken contract research for enterprises.

I/we have previously been involved in applying for patent protection.

I/we have previously been involved in licensing technology or know-how to the private sector.

1. Include short CV (3 page max) of a leading contributor to the invention including short CVs of not more than 2 key contributors.

1. **DECLARATION**

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| The information provided in this form will be used by the *Technology Transfer Facility* to assess the ownership of the intellectual property rights, potential third party claims to those rights, and obligations to external sponsors. Incorrect or incomplete details could lead to litigation or the invalidation of patent applications.  *I declare that the information which I have provided in this form is, to the best of my knowledge and belief, correct and complete and that the contributors named are all of the original creators of this invention and that there are no other inventors that should be included as inventors.*  *I also agree to cooperate with the Technology Transfer Facility in seeking patent or other legal protection in the name of and in the commercialization of this invention. I also confirm that I have notified my present employer of any conflicts of interest which may exist in relation to the invention.* |

ANNEX 2 STATEMENT OF CONFIDENTIALITY

**STATEMENT OF CONFIDENTIALITY**

The Innovation Fund of the Republic of Serbia, with its principal seat registered at 22-26 Nemanjina Street, Belgrade, the Republic of Serbia, including functions/operations of the Technology Transfer Facility established within the Serbia Research, Innovation and Technology Transfer Project (hereinafter: “TTF or Recipient”), represented by Dr Ivan Rakonjac, Acting Director, hereby assumes obligations defined under this Confidentiality Statement (hereinafter: “Statement”), in order to maintain confidentiality of confidential and proprietary information, technical data, trade secrets or know-how, including but not limited to research, product plans, products, markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, marketing, distribution, and financial figures (hereinafter: “Information”) disclosed to TTF in connection with implementation of the Serbia Research, Innovation and Technology Transfer Project Grant No. TF019226 (hereinafter: “Project”) and in order for TTF to provide services in all aspects of technology transfer, including, but not limited to: eliciting disclosures from inventors, prior art analysis (screening of the disclosure), IP landscape analysis, market analysis, scouting for potential licensees, determining the most promising commercialization route (contract research, licensing or spin-off), final commercialization through patenting, licensing, or spin-off creation, and negotiating deal terms with the industry or investor (hereinafter: “Purpose”).

**IN CONSIDERATION OF** and as a condition of the disclosers providing the Recipient with Information within the Project and for the Purpose, the Recipient undertakes the following obligations.

1. **Confidential Obligations.** Recipient will keep Information in confidence and use it only for the purpose of evaluation and review. Except as expressly provided for in Section 3 (**Required Disclosures**) and Section 5 (**Internal Dissemination**) below, the Recipient shall not disclose or make Information available to any other person, institution or company or use the Information for any commercial benefit or any research purpose. Disclosers shall disclose their Information to Recipient in writing, marked “Confidential”, and in sufficient detail to enable Recipient to fully evaluate them. If Information is provided orally, visually or in another non-tangible form, the Information will be reduced to written form, marked “Confidential”, and submitted to the Recipient within thirty (30) days of disclosure.
2. **Duration of and exceptions from Confidential Obligations.** For a period of five (5) years from the date of disclosures received, the Recipient will treat the Information with reasonable care to avoid its disclosure to any person (natural or otherwise). Except as otherwise provided for herein, or by applicable law, the Recipient shall be generally liable for unauthorized disclosure or failure to exercise such reasonable care but the Recipient will not be so restricted with respect to any Information:
3. which are already known to the Recipient at the time of disclosure;
4. which after disclosure, becomes part of the public domain, except through breach of this Statement by the Recipient;
5. which the Recipient can establish, by competent proof, was in its possession at the time of disclosure;
6. which the Recipient receives from third parties who are not obliged to maintain confidentiality of that Information;
7. which is independently developed by the Recipient’s employees without use of the Information, as shown by competent proof; or
8. which is approved for release by written authorization of the discloser.
9. **Required Disclosures.** If the Recipient is required by applicable law, administrative or judicial order to disclose Information, the Recipient shall promptly notify the discloser of such fact so that discloser may attempt to obtain a protective order or other appropriate remedy with respect to any such disclosure. If any such order or other remedy does not fully preclude disclosure, the Recipient will make such disclosure only to the extent that such disclosure is legally required.

1. **Limited Use.** Recipient has the right and obligation to use the Information only for the Purpose in accordance with this Statement and the Statement does not establish for the Recipient any sort of license, use, or any other rights in the Information.
2. **Internal Dissemination.** Recipient’s internal dissemination of discloser’s Information is limited to those employees, officers, directors, internal and external advisors whose duties justify the need to know such Information and all necessary efforts will be made by the Recipient to require its employees, officers, directors, internal and external advisors who have been given access to and who shall receive disclosures of the Information to maintain the strictest secrecy under this Statement.
3. **Unauthorized Use.** If any third party makes any unauthorized use of the Information under this Statement, the Recipient shall notify the discloser and cooperate in taking reasonable steps to protect the Information from further unauthorized dissemination or use.
4. **Return of Information.** Upon request by the discloser or if the Recipient ceases to require use of the Information for whatsoever reason, the Recipient will promptly return to the discloser all Information received from the discloser which is in tangible form, except that the Recipient shall have the right to retain one copy of such Information in its legal archives for the purpose of determining its legal obligations hereunder.
5. **Amendment.**  No amendment, modification or discharge of this Statement shall be valid or binding unless set forth in writing.

This Statement has been executed by the Recipient through its duly authorized officer as of the date set forth above.

The restrictions and obligations of this Statement shall remain in full force and effect for a period of five (5) years from the date entered herein below.

**Innovation Fund:**



1. In case of more persons involved as inventors, insert more tables by copying the table below [↑](#footnote-ref-1)