



## Coimbatore Institute of Technology- Coimbatore 641014

### Standard Operating Procedures for Filing patent through Institution

Version1.0

**Step 1:**

Inventor (i.e., staff member and/or student) submits an invention disclosure form by downloading and completing the invention disclosure form which can be obtained on website.

**Step 2:** Complete the invention disclosure form and get it approved by Head of Department

**Step 3:** The hardcopy of the form must be submitted to Dean, International affairs and Industry Collaboration for verification.

**Step 4:** Dean, IAIC recommends to Head of Institution for final decision on whether to file a patent on the invention with the support of funding.

**Step 5:** Dean, International affairs and Industry Collaboration inform the inventor about the institution patenting decision, whether inventor(s) can proceed with filing the patent with support of funding through institution appointed patent attorney.

**Step 6:** Upon patent filing, Dean, International affairs and Industry Collaboration coordinates and manages the patent filed/ granted applications