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| --- |
| This questionnaire collects essential information to allow the IMDEA Materials Technology Transfer and Innovation Office (TTIO) to assess whether your invention qualifies for protection as a trade secret, determine the most appropriate protection mechanisms, and explore potential commercialisation opportunities. Try to reply to all possible questions, but leave blank those questions you cannot answer so you can fill them in along with TTIO during the meetings you will be having.**Requirements** that information or knowledge need to comply with to constitute a trade secret:* It must be secret, not generally known and easily accessible (e.g., unpublished manufacturing processes).
* It must have industrial, potential, or real value (e.g., improved production efficiency).
* It must have been subject to reasonable measures by its owner to keep it secret (e.g., restricted access, confidentiality agreements).

**Examples** of trade secrets applicable to the activity of IMDEA Materials Institute researchers:* Chemical formulations
* Manufacturing processes or methods
* A product or its technical specifications

*Controller: FUNDACIÓN IMDEA MATERIALES with legal address at C/Eric Kandel, 2 – Tecnogetafe – 28906 Getafe (Madrid). Purpose: Provide support for the protection and commercialisation of research resuls. Your rights: Access, rectification, deletion, opposition, limitation of processing and withdrawal of your consent. Filing a complaint with the Spanish Data Protection Agency (AEPD). Further information: In the* [*Privacy Policy*](https://materials.imdea.org/privacy-policy/) |

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| --- |
| For the Technology Transfer and Innovation Office (TTIO) use only |
| Received by |  |
| Reception date |  |
| Comments |  |
| Signature |  |

# INVENTORS AND GENERAL DESCRIPTION OF THE INVENTION

* 1. **Title of the invention**

|  |
| --- |
| XXX |

* 1. **Has any part of this invention been previously disclosed in publications, presentations, or other public forums that could affect its eligibility as a trade secret?**

[ ]  YES [ ]  NO

 If YES, please include a link to it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Inventor(s) details**

Inventor 1 (Lead) agrees to be the primary point of contact with the IMDEA Materials' Technology Transfer and Innovation Office (TTIO).

*Notes*

* *Co-authors of publications are not necessarily inventors*
* *Inventor 1 should be a Principal Investigator at IMDEA Materials Institute*
* *If there are more than three inventors, please copy/paste more tables.*
* *Please list all inventors, including those from external organisations. If specific contributions are difficult to determine, include a table with the organisation names and an estimated percentage of their contribution to the invention*

|  |
| --- |
| **Personal details of inventor 1 (Lead)** |
| Full name |  |
| Identification number (NIF, NIE, passport) |  |
| Nationality |  |
| Home address |  |
| Employer organisation and group/department |  |
| Contact details (phone and email) |  |
| Contribution to the invention (%) |  |
| Describe your contribution to the invention | (e.g., designed the experimental setup, conducted key experiments, contributed to theoretical development, etc.) |
| Signature |  |

|  |
| --- |
| **Personal details of inventor 2** |
| Full name |  |
| Identification number (NIF, NIE, passport) |  |
| Nationality |  |
| Home address |  |
| Employer organisation and group/department |  |
| Contact details (phone and email) |  |
| Contribution to the invention (%) |  |
| Describe your contribution to the invention | (e.g., designed the experimental setup, conducted key experiments, contributed to theoretical development, etc.) |
| Signature |  |

|  |
| --- |
| **Personal details of inventor 3** |
| Full Name |  |
| Identification number (NIF, NIE, passport) |  |
| Nationality |  |
| Home Address |  |
| Employer organisation and group/department |  |
| Contact Details (phone, email) |  |
| Contribution to the Invention % |  |
| Describe your contribution to the invention | (e.g., designed the experimental setup, conducted key experiments, contributed to theoretical development, etc.) |
| Signature |  |

* 1. **Summary of the invention and keywords**
		1. **Nature of the invention** *(material, process, data, etc.)*

*Notes*

* *Provide a concise summary of your invention, highlighting its unique features.*

XXX

**Keywords:** *(provide a set of keywords that best describe your invention (e.g., technical field, specific applications, core technologies). These keywords will assist in classifying and searching for relevant state-of-the-art)*XXX

* + 1. **General utility of the invention and field of utility** *(Utility examples: new product, new process, new service, new use of an existing or known product, improvement of an existing product, improvement of an existing process, improvement of an existing service, improvement of the use an existing or known product.)*

XXX

* + 1. **What information can you provide to prove the invention was developed in your laboratory?**

XXX

* + 1. **Describe the state-of-the-art** *(Include patents, not just papers. Please consult free patent databases such as Espacenet, The Lens, or Google Patents)*

XXX

* + 1. **Describe why the invention is innovative with respect to the state-of-the-art**

*Notes*

* *Explain what makes your invention innovative compared to existing technologies (e.g., higher efficiency, cost reduction, new functionality). For example, "Our process reduces manufacturing time by 20% compared to current methods"*

XXX

* + 1. **Advantages and disadvantages in comparison to state-of-the-art**

XXX

* + 1. **Why should this invention not be protected under any other intellectual property (IP) right (patent, copyright, etc.)?**

XXX

* + 1. **What are the main risks to commercialising this invention?**

*Notes*

* *Identify potential technical, regulatory, or market risks that could affect commercialisation (e.g., high production costs, stringent regulatory approval, market competition)*

XXX

* + 1. **Drawings and schematics**

*Notes*

* *Computer files -preferably editable- if available*

XXX

# INFORMATION TO BE PROTECTED

*Notes*

* *Please thoroughly describe the different pieces of information that you consider should be protected as a trade secret. This information could be formulations, performance metrics, designs, formulas, samples, process parameters, data, etc.*
* *When referring to computer-readable information, please specify the format of the different pieces of information, the software capable of reading them and the estimated storage needed.*
* *For physical information (i.e., samples, notebooks), please specify their number and size.*

XXX

# ACCESS TO THE INVENTION

*Notes*

* *To provide the technical, physical, digital and legal measures needed to protect an invention as a trade secret, the TTIO needs to identify the personnel with past or current access to information relevant to this invention. List all personnel with current or past access to any confidential information related to this invention. This is critical for determining the scope of protection measures and evaluating potential security risks.*
* *If there are more than three people, please copy/paste more tables.*

|  |
| --- |
| **Personal details of person 1** |
| Full name |  |
| Identification number (NIF, NIE, passport) |  |
| Nationality |  |
| Home address |  |
| Contact details (phone and email) |  |
| Employer organisation during development |  |
| Current employer organisation |  |
| Access to information | [ ]  Current[ ]  Past |
| Parts of the information the person has/has had access to |  |

|  |
| --- |
| **Personal details of person 2** |
| Full name |  |
| Identification number (NIF, NIE, passport) |  |
| Nationality |  |
| Home address |  |
| Contact details (phone and email) |  |
| Employer organisation during development |  |
| Current employer organisation |  |
| Access to information | [ ]  Current[ ]  Past |
| Parts of the information the person has/has had access to |  |

|  |
| --- |
| **Personal details of person 3** |
| Full name |  |
| Identification number (NIF, NIE, passport) |  |
| Nationality |  |
| Home address |  |
| Contact details (phone and email) |  |
| Employer organisation during development |  |
| Current employer organisation |  |
| Access to information | [ ]  Current[ ]  Past |
| Parts of the information the person has/has had access to |  |

# DISCLOSURE STATUS

**Has the invention (totally or partially) been shared with any external person or entity?**

[ ]  YES [ ]  NO

 If YES, please specify what has been shared and with whom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If YES, has the information been shared after signing a Non-Disclosure Agreement (NDA) or a Material Transfer Agreement (MTA)? [ ]  YES [ ]  NO

 If YES, has the invention been demonstrated for or used by anyone other than in your laboratory? [ ]  YES [ ]  NO

 If YES, please detail people or organisations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# DEVELOPMENT STATUS

# Development status

Choose which of the following option(s) are closer to the degree of development of the invention

**[ ]**  Performance in the laboratory exclusively

[ ]  Performance in a pilot plant

[ ]  There is a prototype ready for its development and commercialisation

[ ]  Other. Explain in more detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Further development

# Economic costs: if developments for commercial exploitation are needed, these would have:

**[ ]**  High

[ ]  Medium

[ ]  Low

What economic range would you expect? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Technical difficulty

**[ ]**  High

[ ]  Medium

[ ]  Low

What experiments, tests or analysis would the invention require to validate its commercial value? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will the invention be further developed in your laboratory?**

[ ]  YES [ ]  NO

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# EXPLOITATION AND COMMERCIALISATION

# Interested licensees

Which specific companies/partners could be interested in licensing the invention? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have already been in contact with some of them, please add the name and role of your contact person. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Foundation of a spin-off

Do you wish to exploit the invention yourself by founding a spin-off company? [ ]  YES [ ]  NO

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# FUNDING SOURCES

*Notes*

* *List all funding sources for the research that led to the discovery. It is important to include all funding sources, as these may affect the ownership and commercialisation rights of the invention.*
* *If there are more than three sources, please copy/paste more tables*

|  |  |
| --- | --- |
| **Project acronym/title** |  |
| **Funding body** |  |

|  |  |
| --- | --- |
| **Project acronym/title** |  |
| **Funding body** |  |

|  |  |
| --- | --- |
| **Project acronym/title** |  |
| **Funding body** |  |

# costs needed to exercise the protection

Which project(s) will cover the costS needed to exercise the protection?

*Notes*

* *If there are more than three sources, please copy/paste more tables*

|  |  |
| --- | --- |
| **Project acronym/title** |  |
| **Funding body** |  |
| **Share (%)** |  |

|  |  |
| --- | --- |
| **Project acronym/title** |  |
| **Funding body** |  |
| **Share (%)** |  |

|  |  |
| --- | --- |
| **Project acronym/title** |  |
| **Funding body** |  |
| **Share (%)** |  |