



Thunder Bay Regional
Health Sciences
Centre

Thunder Bay Regional
Research Institute

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healthy
together

IP Disclosure & Patent Process

- IP Disclosure forms are found on the TBRRRI intranet under BD&C (Business Development & Commercialization) as well as on TBRRRI and TBRHSC public websites.
- IP disclosures should be submitted to the Manager of Business Development (Manager) via email.
 - If the Inventor wishes to publish, an abstract and basic info must also be submitted to the VP Research for review. The VPR will inform the Inventor of the decision within 2 weeks of the initial submission deadline.
- If required, the Inventor meets with the Invention Disclosure Committee (IDC) to discuss and review the disclosure.
- The IDC will submit the disclosure to a third party for scientific review and commercialization review.
- TBRRRI must submit the disclosure to the third party within **45** days of receipt of the invention disclosure.
- A teleconference between the Inventor, the Manager and the third party will be set up to discuss the disclosure details as required.
- The third party is entitled to an "Evaluation Period" of **45** calendar days.
 - The third party reviewer will provide the IDC with a report and a decision whether to lead the IP project or not. If the third party wishes to pursue commercialization, a **30**-day "Negotiation Period" begins from the date the report is received.
 - If the third party does not wish to pursue commercialization, TBRRRI's IDC has **15** days to review the reviewer's report and decide how to proceed, presenting the info to EMC (SMC as required).
- If the third party doesn't proceed with commercialization, and should the IDC approve the disclosure to move forward in the patenting process, the disclosure will be submitted to the patent agency to request a patentability search.
 - Upon completion of the patentability search, a meeting will be set up for the Inventor, Manager and Patent Agent to discuss the results.
 - The IDC will then decide next step – either provisional patent to be filed or not to pursue the IP.
 - If the provisional patent is filed, the Inventor has one year to work on the IP and make decisions along with the IDC whether to proceed to the PCT phase.
- If the decision is made to proceed to commercialization, the IDC will manage the process or will use a third party.
- If the decision is made by the IDC to not proceed, see Intellectual Property Policy for further details.
- The IDC, via the VPR, will provide an update about an Invention Disclosure to EMC (and SLC if TBRHSC) for info purposes only after feedback is received by the third party (i.e. MI) and path forward is decided.



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