**Checklist for licensing of technology / intellectual property (IP)**

*To be filled to initiate activities related to license of any Intellectual property (including technology / know how / process / software / design / films / artistic work / others) (referred to as IITI IP), to either a third party or for an entrepreneurship activity. This checklist is for internal use and for taking further actions for due diligence and drafting relevant agreements.*

Questionnaire:

1. Purpose (Add the specific request for initiating licensing / startup formation etc.)
2. Name / Title of the IP developed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Type of IP (e.g., product, know how, process, design, software, algorithm, film / any other).
4. Is the IP covered by a patent application / other forms of IP rights? Please provide the disclosure reference no., Patent filing no. and / or other details.
5. Is the IP a combination of protected IP and know how? If yes, give details as appropriate.
6. Give a brief write-up (100-150 words) on the IP
7. Names of researchers who have contributed to the IP (Name, designation, affiliation)
8. Details of mode of generation of IP
9. Part of an academic research activity
10. Institute funding / support
11. Collaboration with other entities (e.g. industry, academia, etc.)
12. Through external grants
13. Any other
14. Any specific agreement regarding the research leading to the IP? If yes, give details/attach a copy.
15. Details of IP:
16. Technology readiness level (TRL):
17. Can the IP be given as-is or is assistance needed for making it market ready?
18. If assistance is needed, what support can be given (demonstration, validation, regulatory compliance or any other form)?
19. Is the IP in public domain / published / in any manner? Give details if so.
20. Information regarding use of the IP

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| --- | --- | --- |
| Use of IP | Yes / no | Remarks if any |
| To be licensed to an interested company |  |  |
| To be taken up by the researcher(s) in a start-up  |  |  |
| Any other |  |  |

1. Information about the company interested in using / licensing the IP
2. Name
3. Address, profile and status (Start-up, SME, MNC, any other)
4. Contact, Email, tel no.
5. Communication from party requesting for IP license (attach if applicable)
6. What support is expected from the company?
7. Any other information
8. Possible value of the IP:
9. Has any market analysis been done / available? If yes, please give details.
10. Approximate cost efforts for developing the IP (e.g., student costs, faculty time, facilities use etc.)
11. How the IP will be used / commercialized? Mode of commercialisation.
12. Possible license fee to be charged
13. Is there an agreement regarding sharing of the licensing revenue between the researchers? Pl attach.
14. Any other relevant information

Signature of Investigator

Associate Dean-I, R&D

Dean, R&D