**Guidelines for completing the Intellectual Property (IP) Register**

This IP Register is an attachment to the Research Agreement entered into with the Research Provider for a Project. This IP Register is required for all research projects which include IP (either as Pre-Existing IP or IP developed during the Project i.e. Project IP). The IP Register must include details of the IP and any restrictions that may apply in relation to the use of the IP. It should be used to record IP at all stages of the Project and on completion of the Project

This IP Register must be signed and dated by an authorised representative of the Research Provider and countersigned by Hort Innovation on completion of the Project. The template has been drafted with drop down menus for ease of use. To the extent possible, all relevant fields must be completed.

**The IP register consists of the following sections:**

**1. Part 1 - Pre-Existing IP**

This refers to IP which has been developed independently of the project and which is owned, licensed, or held by a party and made available or used during the Project. This includes any Third-Party IP.

Any Project IP developed in previous Projects with Hort Innovation and used in the current Project should be listed here. This is especially important for those Projects that form part of a program of work.

This should include third party IP, if any.

**2. Part 2 - Project IP**

This refers to any IP that arises out of the Project, including any IP in Project Outputs, but excludes any IP in Reports including any evaluation report. IP ownership of those report vest in Hort Innovation.

**3. Part 3 - Notes Section**

Notes can be included in this section if a more detailed explanation is required. Notes should be annotated to align to the IP listed in the Pre-Existing IP or Project IP table section.

**General:**

The risk section of the table should list any risks associated with the use of the IP (whichever category) for example risks associated with commercialisation of IP which would require a third-party licence agreement or it would be costly to obtain patent protection.

If a comment on risk is not required simply add “NA”.

**Any questions in relation to the IP Register should be referred to the Hort Innovation Process Owner for the relevant Project.**

**Delete this guideline prior to providing this IP Register to a Research Provider or other party.**

1. **PRE-EXISTING INTELLECTUAL PROPERTY TO BE BROUGHT TO THE PROJECT (including Background IP and Third-Party IP)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Number** | **Contract Number** | **IP Category** | **Usage** | **Nature of IP** | **Conditions of Use** | **Confidentiality** |  |
| **Name of Project** | **Please provide details of any restrictions** | **IP Owner** | **Provide details of any conditions of use** | **Provide details** | **Risks identified** |
| 1 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
| If IP Category is “other” please provide details |  |  |  |  |  |
| 2 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |
| 3 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |
| 4 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |
| 5 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |
| 6 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |

1. **INTELLECTUAL PROPERTY TO BE CREATED IN THE PROJECT (PROJECT IP)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Number** | **Contract Number** | **IP Category** | **Distribution** | **Nature of IP** | **Conditions of Use** | **Confidentiality** | **Contribution to Project or Student Thesis** |
| **Name of Project** | **Please provide details of any restrictions** | **IP Owner** | **Provide details of any conditions of use** | **Provide details** | **Risks identified** |
| 1 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
| If IP Category is “other” please provide details |  |  |  |  |  |
| 2 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |
| 3 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |
| 4 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |
| 5 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |
| 6 |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |  |

1. **NOTES (to be annotated/linked to IP item referenced in the table above**

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| --- | --- |
| e.g Pre-Existing IP entry 1- the restriction on use is xyz |  |
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