



Guidelines & Procedure- Forms for IPR Filing at CSIR-NEERI

Following broad guidelines and procedure are delineated by IPR Cell (PMPD), in order to enable the Inventors (Scientists/Technical Staff/Researchers) at CSIR-NEERI for Intellectual Property Rights (IPR) filing.

For Patents

All technology oriented activities shall be converted into a Patent based on URDIP patent search report clearly indicating the Novelty, Patentability. The inventive step shall form the patent specification.

Kindly follow the General Guidelines and Instructions given in the IDF form for preparing the Patent Application in the prescribe formats, as follows

❖ **Invention Disclosure Form** (Pls. refer/use [IDF Form](#))

Kindly provide appropriate answers/inputs/justifications to all the applicable questions in the IDF form dully signed by all the Inventor(s) for necessary approval by Director, CSIR-NEERI.

- The Inventor(s) shall be employee(s) of CSIR-NEERI but not temporary staff. JRF/SRF/PhD students may be an exception. In special cases, PAs name can also be considered if substantial work has been done and certified by Project Leader & HOD. *In case of Research Scholars, a separate authorization need to be taken to facilitate filing and maintenance (Sr. No. 3(i))*
- URDIP search report to be necessarily enclosed (Sr. No 19).

❖ **Application for Grant of Patent/Patent Application form** (Pls. refer/use [Form 1](#))

Kindly provide necessary information only in: **Sr. No 3A** (*Applicant(s)*), **Sr. No 4** (*Inventor(s) details*), **Sr. No. 5** (*Title of Invention*) and **Sr. No. 12** (*Declaration by the Inventor(s) with signature*). Avoid inventorship to those who do not contribute to patented-innovation. (*Pls. provide original 6 Copies*)

❖ **Complete/Provisional Specification** (Pls. refer/use [Form 2](#))

Kindly draft the specifications in accordance with the format/structure mentioned in the *form 2*. URDIP patent search & analysis report will be helpful and must be use, while drafting specification and claims. The inventive step shall form the patent specification.

In a special case, where work is in-progress and can reasonably be completed within about 12 months; or where invention is at the *Conceptual Level/Stage* only and the URDIP search reports clearly indicates the *Novelty, Patentability* or has the commercial potential in that case Provisional (specification with/without claims and detail experimental results) filing can be done to obtain a priority date. And subsequently Complete specification i.e. Complete after Provisional can be filed **within 12 months** with all necessary detailing, experimentation-results-analysis, claims, etc.

*However, full care should be taken **not** to make the invention public till the complete specification is filed.*



Kindly submit patent application in hard and soft copies (CD) through proper channel for review/scrutiny at IPR Cell (PMPD). If needed, necessary justifications, information, status reports, etc. may be seek from inventors to strengthen the application for filing.

The application complete in all respect will be send to CSIR-IPU for filing with Patent office, after Director's approval.