**Notification of Pre-Existing Intellectual Property**

*In accordance with the University’s Policies and Procedures regarding Intellectual Property (IP), each Staff member, Student or Visitor should advise the Deputy Vice-Chancellor (Research) of the existence of pre-existing IP that the person brings to the University as soon as practical after employment, enrolment or engagement.*

***Complete one form for each unit of pre-existing IP, (if advising of more than one).***

|  |  |
| --- | --- |
| Name: |  |
| Capacity at UQ: | Staff Member ⬜ Student ⬜ Visitor ⬜ |
| Position: |  |
| Commencement Date: |  |
| Faculty or Institute: |  |
| School or Centre: |  |
| Description of  pre-existing IP:  (eg copyright works, details of patentable inventions)  NB - Where details of a patentable invention for which a patent application has not yet been filed are being disclosed here, please specify “*This information is confidential*”and UQ will treat the information as confidential information. |  |
| Year(s) of creation of pre-existing IP: |  |
| Capacity at time of creation of pre-existing IP (eg staff member at University of XYZ): |  |

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
Signature of Staff Member, Student or Visitor Date

***Please forward completed form to:***

**Grants Unit**

**Research & Innovation Division**

**Cumbrae-Stewart Building (72)  
The University of Queensland**