IP Check Questionnaire for SPARK-BIH Track2 Applications

**Note:** This questionnaire is solely for the purpose of collecting information for the internal review of intellectual property (IP) rights related to the eligibility for SPARK-BIH Track 2 grant application. It does not constitute or replace an invention disclosure and does not trigger any deadlines under the Employee Inventions Act (ArbNErfG).

**Instructions for the applicant:**

Please answer all questions carefully and completely. If you are unsure, please provide a comment and, if necessary, indicate what steps will be taken to clarify the issue. This questionnaire is intended to identify and address potential IP-related risks or obstacles at an early stage.

***Please note***: in order to secure potential future IP, it is of utmost importance to keep the information of your project confidential. In particular, do not use your data as input for generative models and keep in mind to not disclose any confidential data in public or in discussions without CDA (confidential disclosure agreement).

Please **upload all relevant information** (e.g. analyzed data, publications, drawings) that are relevant for the evaluation of the project **as a separate pdf**.

1. **General Information**
	1. Applicant Name
	2. Project title of the grant application
2. **Project Description and Application Ideas**
	1. Brief description of the project:

Please provide a detailed summary of the planned project.

* 1. What problem is addressed?

Describe the specific problem or challenge that is addressed in the project, incl. current solutions/technologies and the gaps and limitations therein

1. **Involved Partners, Institutions and Previous Research Results (Background IP)**
	1. Are other institutions or companies already involved or are planning to be involved in the project?

[ ]  Yes [ ]  No

If yes, please provide names and contact persons. If agreements or letters of intent with these partners are available, please upload.

If yes, what is their level of participation?

[ ]  Co-applicant [ ]  Subcontractor or service provider

[ ]  Cooperation partner [ ]  (potential) licensee

* 1. Is the partner (legal entity) a co-applicant or cooperation partner willing to accept the following conditions and sign a binding letter of intent?

(1) At least 50% of the resulting IP is owned by Charité. A revenue agreement will be signed in case of different shares of the results or inventions.

(2) Charité obtains the utilization lead (“Verwertungslead”).

(3) The Rights can be sublicensed, for any purpose/area, worldwide, without time limitations (expiration date).

[ ]  Yes [ ]  No [ ]  To be clarified

* 1. Which Background IP (means previous research results owned by another institution) should be included in the project/funding that is not Charité Background IP?

If yes, please provide details on background IP, names and contact persons.

* 1. Do you (not as Charité employee; for example, privately owned or with a company) or the institution of a SPARK-BIH Co-applicant already have any intellectual protective rights for a subject matter that will be further developed in this project?

[ ]  Yes [ ]  No

If yes, please list (type of protective right, file number, applicant)

1. **State of the art search (publications, publicly accessible information, existing intellectual property rights), Third-Party Rights, Freedom-to-Operate (FTO), and/or Licensing Needs**
	1. Are there any presentations, conferences, thesis or other public presentations or publications planned or submitted that could disclose project details (even only partly)?

[ ]  Yes [ ]  No

If yes, when and where?

* 1. Has a search for (a) publications, (b) patent rights, (c) third-party rights and/or a (d) Freedom-to-Operate (FTO) analysis already been conducted?
1. Publications [ ]  Yes [ ]  No

If yes, by who and what results are available?

1. Patent rights/ utility models (“Gebrauchsmuster”)

 [ ]  Yes [ ]  No [ ]  Planned

If yes or unsure if it fits, please provide details what you found (numbers, owners, relevance, title, authors, doi)

1. Third-party rights and rights that need to be licensed

 [ ]  Yes [ ]  No [ ]  Planned

If yes, what results are available?

1. FTO

 [ ]  Yes [ ]  No [ ]  Planned

If yes, by who and what results are available?

1. **Third-Party Funds and Contracts**

Are there existing third-party funded projects or contracts related to the planned project? (such as cooperation agreement, contract research agreements, material transfer agreements, confidential agreement)

[ ]  Yes [ ]  No

If yes, please provide details (such as funding agency, contract contents, durations)

1. **Other Relevant Information**

Is there any other information that could be relevant for the review?

Please provide additional notes or explanations here

**7. Confirmation**

I confirm that the information provided above is correct to the best of my knowledge and belief.

I am aware that this questionnaire is for internal review purposes and does not constitute an invention disclosure.

|  |  |  |
| --- | --- | --- |
| **Date** | **Name of applicant** | **Signature** |
|  |  |  |

**Note on Further Processing:**

The collected information will be treated confidential and used solely for the internal review in connection with the SPARK-BIH application. If actions are required based on the information provided, the IP & License department of CBI will contact you.