**Invention Disclosure Document (IDD)**

**Please ensure you submit a copy of this completed IDD to *[insert nominated contact point]* for recording in**

***[insert organisation’s name]* IP Register and for subsequent consideration.**

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| **Date** |  | **Submitted By** |  |
| **Invention Name/Title***Provide the descriptor or internal/project name allocated to the invention.* |  |
| **Problem/Solution***Provide a short summary (no more than 4 - 5 bullet points) setting out the problem addressed and the crux of the solution, including what makes it different and/or commercially appealing.* |  |
| **Inventor Details***Provide full name, address and nationality details for EACH inventor where known.* |  |
| **Invention Status***Select the Technology Readiness Level (TRL) which best indicates the invention status.* |  | **TRL 1 –** Basic principles observed |  | **TRL 6 –** Technology demonstrated in a relevant environment |
|  | **TRL 2 –** Technology concept formulated |  | **TRL 7 –** System prototype demonstration in operational environment |
|  | **TRL 3 –** Experimental proof of concept |  | **TRL 8 –** System complete and qualified |
|  | **TRL 4 –** Technology validated in a laboratory |  | **TRL 9 –** Actual system proven in an operational environment |
|  | **TRL 5 –** Technology validated in a relevant environment |  |  |
| **Technology Applicability***Select the main areas of applicability for the invention as they relate to mineral research***.** |  | Processes/methodologies |  | Apparatus/hardware |  | Material handling |
|  | Data processing/acquisition |  | Products/items made |  | Other *(please specify)* |
| **Anticipated Disclosure***Has disclosure of the invention (or the crux of the solution) to any 3rd parties or individuals external to the business occurred or is this imminent?* |  | **About to be disclosed** | *Please provide details (i.e. date, in what form and to whom? Has an NDA been signed?)* |
|  |  |
|  | **Disclosure has occurred** | *Please provide details (i.e. date, where and to whom? Was an NDA signed?)* |
|  |  |
|  | **No planned disclosure at this stage** |  |
| **Detailed Description***Describe the workings of the invention in detail. Provide supporting documents as attachments.*  |  |
| **Known Prior Solutions***Provide comments about similar or related solutions that already exist, and include details of any known prior patents, publications, or commercial applications you are aware of.* |  |
| **Other Information***Include any relevant information re. earliest date of conception, key pros & cons of the solution, alternative ways to achieve same function/benefits, ease of ability to enforce etc.* |  |
| **Additional Materials***List any attachments provided which may assist in understanding the solution. These may include, but not be limited to, images, figures, graphs, diagrams or design drawings, workflows.* |  |
| **Admin Use** | *Management or IP delegate to note and/or allocate details as required.* |
| **IDD Received** |  | **Initials** |  |
| **IDD Logged** |  | **IDD No** |  |