**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?)* | | | | |
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|  | **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** | |  | |