**Guidelines for completing the Intellectual Property (IP) Register**

This IP Register is an attachment to the Research Agreement entered into with the Research Provider for a Project. This IP Register is required for all research projects, which include IP (either as Pre-Existing IP or IP developed during the Project i.e. Project IP). The IP Register must include details of the IP and any restrictions that may apply in relation to the use of the IP. It should be used to record IP at all stages of the Project and on completion of the Project.

This IP Register must be submitted via the Delivery Partner Portal (DPP).

**NEW FEATURE**

The template is interactive and includes several drop-down menus for ease of use. To input data simply click on the template and an excel form will appear. Complete each section of thee excel form and close. The front end of the template will automatically update. Save the updated IP Register and upload to the DPP.

To the extent possible, all relevant fields must be completed.

**The IP register consists of the following sections:**

**1. Part 1 - Pre-Existing IP**

This refers to IP which has been developed independently of the project and which is owned, licensed, or held by a party and made available or used during the Project. This includes any Third-Party IP, if any.

Any Project IP developed in previous Projects with Hort Innovation and used in the current Project should be listed here. This is especially important for those Projects that form part of a program of work.

**2. Part 2 - Project IP**

This refers to any IP that arises out of the Project (or is intended to arise out of the Project), including any IP in Project Outputs, but excludes any IP in Reports including any evaluation report. IP ownership of those Reports vest in Hort Innovation.

**3. Part 3 - Notes Section**

Notes can be included in this section if a more detailed explanation is required. Notes should be annotated to align to the IP listed in Part 1 – Pre-Existing IP or Part 2 – Project IP sections.

**General:**

The risk section of the table should list any risks associated with the use of the IP (whichever category). For example, risks associated with commercialisation of IP, which would require a third-party licence agreement, or additional funds required to obtain patent protection.

If a comment on risk is not required simply add “NA”.

**Any questions in relation to the IP Register should be referred to the Hort Innovation Process Owner for the relevant Project.**

|  |  |
| --- | --- |
| **Delivery Partner Name:** |  |
| **Hort Innovation Project Number and Code:** |  |
| **Hort Innovation Project Name:** |  |





1. **NOTES (to be annotated/linked to IP item referenced in the tables above**

|  |  |
| --- | --- |
| Item | Notes |
| e.g. Pre-Existing IP entry 1 | The restriction on use is xyz |
|  |  |
|  |  |