

# Standard Operating Procedure for Patent Application

## 专利申请标准操作流程

Prepared by GTEC  
提交人：广以科创中心

**Purpose:** GTIIT believes that respect for intellectual property is pivotal to academic discourse and societal contribution. The University encourages and actively supports activities undertaken by its faculty and researchers which will lead to the promotion of innovation, the development of new technology and invention of new knowledge. The present protocol aim to promote the understanding of standard operating process to expedite filing of patent applications, while maintain to establish a transparent evaluation process in determining viability and quality of patent from this institution.

**用途:** 广东以色列理工学院鼓励并积极支持其教职员工和研究人员开展知识产权保护的相关活动，这些活动将促进创新，新技术的发展和新知识的发明。本操作流程旨在增进本校科研人员对专利申请步骤及审批流程的了解，同时保持建立从该机构确定专利可行性和质量的评估透明性。

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Ideation of Invention and Disclosure 发明披露	<ol style="list-style-type: none"> <li>Inventor (i.e., faculty member and/or researcher) submits an invention by downloading and completing the latest invention disclosure form which can be obtained on SharePoint 发明人（即，教职员工和/或研究人员）通过下载并填写 SharePoint 上可获得的发明披露表</li> <li>A soft copy of the invention closure form should be sent to <a href="mailto:gtec@gtiit.edu.cn">gtec@gtiit.edu.cn</a> 填写好的发明披露表应发到如下邮箱地址：<a href="mailto:gtec@gtiit.edu.cn">gtec@gtiit.edu.cn</a></li> </ol>	Faculty/ Researcher 教师/科研人员	Live updated 实时更新	GTEC 科创中心

2	Eligibility Screening 资格筛选	<ol style="list-style-type: none"> <li>GTEC conducts preliminary assessment on the invention. If necessary, RIGS will contact the inventor for further information in connection with the invention. GTEC 进行初步评估。如有必要，GTEC 将与发明人联系以获取有关本发明的更多信息。</li> <li>GTEC arrange members from Patent Application Review Committee to review the invention. GTEC 安排专利申请审查委员会的成员对发明进行审查。</li> </ol>	GTEC/ Patent Application Review Committee 科创中心/ 专利申请审查委员会	Live updated 实时更新	PVCAA/VC/ Dean for Research/ 副校长(学术事务)/常务副校长/科研院长
3	Approval for Application 批准申请	<p>Vice Chancellor considers recommendation of review committee and makes the final decision on whether to file a patent on the invention, and the extent of patent filing, at the expense of the University.</p> <p>分管校长考虑审查委员会的建议，并最终决定是否就该发明申请专利以及专利申请的范围，费用由大学承担</p>	VC 常务副校长	One week 一周周转时限	GTEC/ Inventor 科创中心/ 发明人
4	Notification & Patent filling 通知和专利填写	<p>GTEC informs inventor about the University's patenting decision: GTEC 办公室将大学的专利决定通知发明人：</p> <ol style="list-style-type: none"> <li>If patent filing is approved, GTEC arranges patent filing to the respective patent office(s) by a patent agent. Unless otherwise instructed, the patent agent will be given no more than 4 weeks to prepare and file the patent application.</li> </ol>	GTEC 科创中心	Live updated 实时更新	Faculty/ Researcher/ Inventor 学院/ 研究员/ 发明者

		<p>如果批准了专利申请，GTEC 会安排专利代理人将专利申请提交给相应的专利代理机构。除非另有指示，否则专利代理人将不超过 4 周的时间来准备和提交专利申请</p> <p>2. Inventor must assign the ownership of the patent to the University, unless with prior agreement otherwise. 发明者须知专利所有权归属大学，除非有事先约定的除外。</p> <p>3. If patent filing is rejected, inventor may apply for a patent at his/her own expense. Inventor must assign the ownership of the patent to the University, unless the invention is proven to be refrained as service invention. 如果专利申请被拒绝，发明人可以自费申请专利。发明人必须将专利的所有权转让给大学，除非证明该发明可被证明为非职务发明。</p> <p>4. Upon patent filing, GTEC coordinates and manages the patent application and prosecution process. The inventors will be involved as necessary regarding scientific input (including the completion of patent application form). Also, inventor and other relevant parties will be informed of the status of the application in due course.</p> <p>•</p>			
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