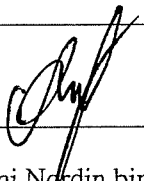
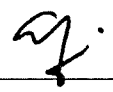




# INTELLECTUAL PROPERTY (IP) APPLICATION

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : (1) Ami Nordin bin Ismail (2) Amir Qayyum bin Che Norrdin (3) Nur Ain Syahirah binti Shamsol Bahrin	Name : Prof. Dr. Ahmad Fadzil bin Ismail
Position : (1) Senior Assistant Director (2) Assistant Director (2) Administrative Assistant	Position : Director Research Management Centre
Date : 02/11/2023	Date : 02/11/2023

## 1.0 OBJECTIVES

- 1.1 To ensure that the patent applications from our Researchers are handled accordingly with a specified standard.
- 1.2 To ensure that the application process aligns with the rules and regulations stipulated by IIUM.
- 1.3 To assist our Researchers in planning their patent application effectively and achieve their target.

## 2.0 SCOPE

The procedure is used for approval of all patent applications from IIUM researchers for their inventions that are sponsored by RMC grants or government-funded grants.

## 3.0 ABBREVIATION (If any)

IIUM	International Islamic University Malaysia
RMC	Research Management Centre
TTO	Technology Transfer Office
KPT	Kementerian Pendidikan Tinggi
Rector	Rector of IIUM
DRRRI	Deputy Rector Responsible Research and Innovation
D	Director
DD	Deputy Director
AD	Senior Assistant Director / Assistant Director
AA	Administrative Assistant
MCOM	Memorandum Assessment and Evaluation Committee
LHDN	Lembaga Hasil Dalam Negeri
NDA	Non-Disclosure Agreement
SE	Substantive Examination
SEAR	Substantive Examination Adverse Report
INCC	Innovation and Commercialisation Committee
REC	Research Evaluation Committee
IRB	Inland Revenue Board Malaysia
IPR	Intellectual Property Right
RMSV2	Research Management System Version 2
MyRA	Malaysia Research Assessment

#### 4.0 REFERENCES

- 4.1 <https://www.myipo.gov.my/wp-content/uploads/2022/03/DIRECTIVE-OF-PATENTS-ACT-1983-AND-PATENTS-REGULATIONS-1981-17.03.2022-1.pdf>
- 4.2 <https://www.myipo.gov.my/wp-content/uploads/2022/03/AMENDED-DIRECTIVE-OF-PATENTS-ACT-1983-AND-PATENTS-REGULATIONS-1986-PT02.2022.pdf>
- 4.3 <https://www.myipo.gov.my/wp-content/uploads/2022/03/DIRECTIVE-OF-PATENTS-ACT-1983-AND-PATENTS-REGULATIONS-1986-PT02.2022.pdf>
- 4.4 IIUM Research & Innovation Policy & Guidelines 2020.
- 4.5 Intellectual Property Rights and Commercialisation.
- 4.6 Manual of Financial Policies and Procedures 2019.

## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AA	TTO RMC compiles researchers' applications from the RMSV2.
AD	TTO RMC will conduct internal evaluation on the applications
AD	TTO RMC prepares a paper for INCC Evaluation with the approval by DD (TTO), by meeting or circulation (If the patent applications utilise the IIUM budget).
AD	Upon approval, TTO RMC requests a quotation for novelty search, patent drafting and patent filing from an appointed patent agent.
AA	TTO RMC prepares a procurement approval form to request a Purchase Order upon receiving a quotation from an appointed agent.
AD	TTO RMC prepares a letter of instruction to conduct a novelty search once the purchase order is received.
AD	The patent agent or researchers notify TTO RMC of the Patent Application Number obtained from MYIPO through email and/or by post, and TTO RMC notifies the researcher of the patent status. NOTE: If IIUM researchers file the pattern by themselves, they need to notify TTO.
AD	TTO RMC will inform the researcher of the Substantive Examination Report (SEAR).
Researcher	The researcher will liaise with a patent agent to overcome the SEAR.
AD	The patent agent notifies TTO RMC when the patent is clear of SEAR.
AD	TTO RMC prepared a letter of instruction for the issuance of a certificate of grant.
AD	Received Certificate of Grant of Patent.
AA	Create a physical file for the Certificate.

## 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Copies of IPR Disclosure	5 years	Filing room	AA
2.	Copies of Purchase Order	5 years	Filing room	AA
3.	Certificate of Grant	20 years	Filing room	AA

## 7.0 PROCESS FLOW

