

Guide

To register and activate Patent And marketing of scientific research products

Prepared by

Deanship of Scientific Research

Science and Technology Unit

In cooperation with the Center for

Innovation and Entrepreneurship

Guide to Registration and Activation of Patent

• The idea:

This guide is to encourage and guide researchers in the university who wants to register his invention. Then try to market it with the co-operation with other company and the university.

• The aims:

- 1- Try to spread the idea of invention and encourage researchers and inventors.
- 2- Guide researchers and inventors to the importance of registering their inventions.
- 3- Try to convert the invention to products.
- 4- Contribute to transfer and develop the invention.
- 5- Try to spread the idea of respecting the right of inventions.

• Roles:

- 1- Coordinate with different organizations inside or outside the university such as King Abdulaziz City for Science and Technology (KACST), scientific committee and Entrepreneurship Center in order to register, support and marketing the inventions and its products.
- 2- Try to make the appropriate conditions to convert the inventions to products.
- 3- Give scientific consulting with regard to inventions.

• **Targeted:**

All researchers and inventors at Taif university.

• **The supported organizations:**

1- Deanship of scientific research:

- Guide the inventor to the appropriate way to register his invention.
- Produce database for the inventions at the university.
- Produce partnerships with different organizations that support the inventions.
- Give the opportunities to organize the workshops that support and encourage inventions and exchange the experiences between inventors and researchers.

2- Excellence Committee at the university:

Grant special reward the called excellent reward to every inventor according to specific rules that are provided with this guide.

3- Entrepreneurship Center at the university:

- Give special trying programs to qualify inventors, so they will be able to start, improve and market invented projects.
- Marketing inventions.

- Providing research and consulting on investment opportunities, feasibility studies and geographical investment map.
- Coordination with the incubator sector.

• Patent Application Procedures:

First: Fill out the application form for the patent and the scientific product in the Deanship of Scientific Research - Science and Technology Unit - to ensure that this is recorded in the Deanship's database in order to facilitate the researcher to communicate with the supporting bodies and support the inventors within the university. (Annexed to this manual).

Second: Coordination with the Center for Innovation and Entrepreneurship at the University to submit to the Saudi Patent Office of King Abdul Aziz City for Science and Technology to obtain accreditation by them. Understanding the authority to recognize and adopt patents through the attached link:

<https://www.kacst.edu.sa/arb/IndustInnov/SPO/Pages/Inventions.aspx>

Thirdly, after receiving the recognition from the city (KACST), communication is made with the Center for Innovation and Entrepreneurship, which in turn guides the researcher to the promoters, supporters and marketers of the patent.

*** Encourage and honor inventors:**

- The researcher shall be paid a financial reward according to the mechanism of the Committee of Excellence, which has already been mentioned in this manual.
- The University may pay all or some of the costs of patent registration in King Abdul Aziz City for Science and Technology after agreement and prior coordination with the Center for Innovation and Entrepreneurship.

***Mechanism for applying the financial reward to the inventor:**

- Fill out the form for the reward of excellence on the website of the Agency for Graduate Studies and Scientific Research (Annex 1).
- Presented to the Department Council and the College Council.
- Attach supporting documents to the application.
- Referral of the transaction to the Vice-President for Graduate Studies and Scientific Research.

*** Obligations of the inventor after his invention is officially registered:**

- The invention shall be consider as the inventor's right in case he/she reaches it prior to joining Taif University.
- The invention shall be deemed to be the right of the inventor if it is proved that he/she has reached it with his/her personal efforts and with his/her own support.
- In other cases, the invention shall be considered as joint between the university and the inventor. The financial return shall be distributed according to what is stated in the distribution of the financial return.

*** Marketing the scientific product through the role of the Center for Innovation and Entrepreneurship:**

- Provide all patent data of name and sincere in Arabic and English.
- The application is studied by the Center for Innovation and Entrepreneurship at Taif University.
- The patent holder must apply for registration with the Technical Transfer Office at Taif University.
- Presented to the Intellectual Property Office at King Abdulaziz University to study their

economic feasibility and the possibility of transforming them into a commercial product.

(٥١٠)

- If proven, it will be registered by the Intellectual Property Office at King Abdulaziz University, provided that Taif University shall pay the costs of registration and shall be the owner of the patent while preserving the rights of the inventor.

- If it is proved that it is not economically feasible, it is not possible to register it and the researcher is granted a dissolution from Taif University if he wishes to register it with any other party.

- All Taif University employees are required to do so and none of them has the right to register a patent without obtaining the approval of Taif University.

Dean of Scientific Research
Science and Technology Unit

Innovation registration form

| | | | |
|------------------------------|--|--------------------------------------|----------------------------------|
| Master <input type="radio"/> | graduate student <input type="radio"/> | Faculty member <input type="radio"/> | Researcher <input type="radio"/> |
| PhD <input type="radio"/> | | | |

| Department | College | ID | Name |
|------------|---------|----|------|
| | | | |

| year | Project number | Mobile number | email |
|------|----------------|---------------|-------|
| | | م | |

Information about the innovator •

| | | |
|--|---|---|
| Has innovation been registered | ي | Innovation field <input type="checkbox"/> |
| No <input type="checkbox"/> Yes <input type="checkbox"/> | ر | |
| | | A brief overview of innovation <input type="checkbox"/> |
| : Year | | Innovation Registration Authority (in <input type="checkbox"/> case of registration |

Signing the validity of the previous information •

| Date | Signing | Name |
|------|---------|------|
| | ل | |

Note: - In the case of registration innovation must be referred to the University of Taif to enable the researcher to receive the reward of excellence.

- If the form is completed, send the attached e-mail. stu@tu.edu.sa (Science and Technology Unit)

Science and Technology Unit

Dr. Fayez Althobaiti
www.tu.edu.sa

المملكة العربية السعودية - وزارة التعليم
الطائف - الحوية - ص ب ٨٨٨ الرمز البريدي ٢١٩٧٤
هاتف ٠١٢٧٢٧٢٠٢٠ - فاكس ٠١٢٧٢٧٤٢٩٩

الرقم:
التاريخ: / / ٤هـ
المرفقات:
الموضوع:

Annex (1)

Executive and procedural rules

To reward excellence

For faculty members and those of their own

Exemption bonus excellence

For faculty members

and who is in

Their judgment

(Executive and procedural rules)

* The rules governing the disbursement of excellence bonus for faculty members and those in ruling on Saudi universities.

Based on the decision of the Council of Ministers of the year (952) 1/9/1429 H.

Paragraph (5) of Article (First) of the payment of an allowance equivalent to the members of the teaching staff of 10% of the basic salary of the first class of the salary.

(20%) for the winner of the local prize and (30%) for the winner of the World Prize

(40%) of the patent holder.

First: The excellence bonus is calculated from the basic salary of the first class of the ladder

As follows:

11% for the winner of a local award.

20% of the winner of the Regional award.

30% of the winner of the World Prize.

40% of the patent holder.

Second: The payment of prizes for scientific awards requires the following conditions:

- a. The prize must be issued by a specialized science institution or center.
- B. The donor should be the one who adopts the principle of control for the research.
- C. The prize should be included in the list of awards approved by the National Commission.

Third: The patent of invention:

It is the patent of academic knowledge obtained by the member of the teaching body and who is in their judgment, individually or jointly by one of the parties to be considered a scientist or a patent holder Invention, and required that the patent should be registered at one of the following centers:

- 1- United States Patent and Trademark Office
- 2-Japan Patent Office
- 3-European Patent Office
- 4-King Abdulaziz City for Science and Technology(KACST)

The award of the patent for the invention patent requires that the patent be the result of examined project, or lead to examined project, and shall comply with the requirements of the National Commission for Research.

Fourth: The ruling on the invention shall be as follows:

1. Scientific discoveries:

Required scientific discoveries that are not part of patents of invention or medical discoveries or explorations in the area of biotechnology:

a. The fact that the discovery is registered with one of the specialized centers that have already been established. If such status is not found or can not be registered for persuaded reasons, the Committee may consider accepting or rejecting the application for candidacy

After that.

B. The discovery should paired with published project in acceptable journal.

C. The discovery should be determined by the Committee for which the request for nomination has been submitted for the purpose of verification of exploration.

2. Medical discoveries and discoveries in biotechnology:

Medical discoveries and discoveries in the field of biotechnology required that they must be registered at one of the following centers:

1-National Center for Biotechnology Information(NCBI)

2-European Bioinformatics Institute(EBI)

3-DNA Data Bank of Japan(DDBJ)

It required that the reward for medical discoveries and discoveries in the field of biotechnology should be resulted from examined project, or lead to examined project and that the requirements of the National Commission.

3. Discovery of medical drugs:

The discovery of drugs requires that they be registered at one of the centers listed in (third) or listed in paragraph (2) of (fourth), and all of these should be resulted from examined project, or lead to examined project, the conditions of National Commission for Research must be met.

General conditions :

1. This reward shall continue to be paid to the faculty members during summer holiday.
2. This reward shall continue to be paid to the faculty member during the full-time leave.
3. This reward shall suspend to be paid in the case of loan of the member of the teaching staff outside the university.
4. If more than one member of the Board of Directors is involved, the percentage allocated for completion is divided by the percentage of participation in the achievement. If the participant in the completion stage is not entitled to a reward the percentage is calculated as the percentage of completion in order to determine the ratio of the equivalence to the entitlement, but it should not exceed the total percentage of the equivalence of the single award.
- 5- The combination of the rewards is allowed (as in the case of a combination of a patent bonus invention or its equivalent and the equivalent of publishing the research associated with the invention patent). Except that it is not permissible to combine with a reward Patent of invention and equivalence of medical discovery or detection in a field

biotechnology if the patent of invention is obtained and recorded for discovery have resulted in one achievement.

6 - Universities are committed not to exceed the maximum level of rewards (100%) of

The first class of the basic salary for the faculty member..

7. All universities are committed not to pay this reward for more than two years maximum

for the achievement of one science.

Annex (2)

Role

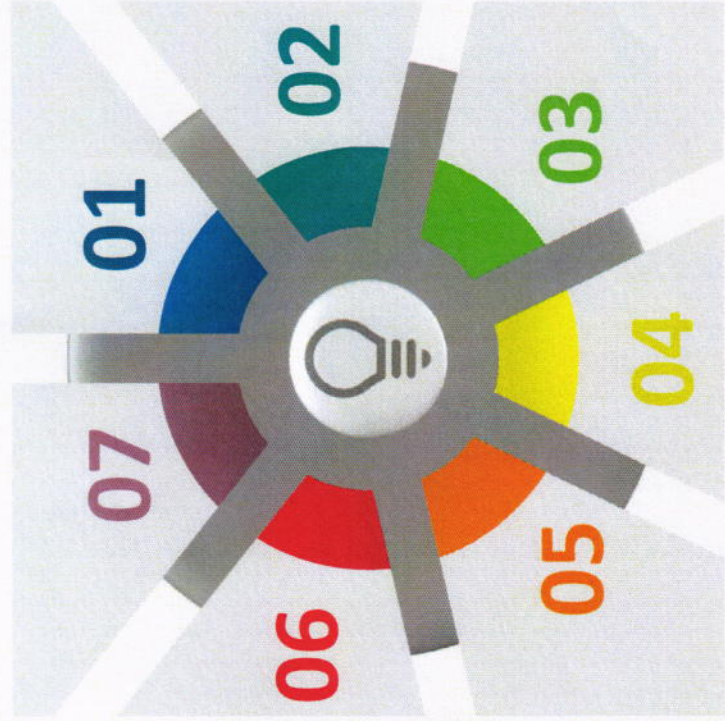
Innovation and Entrepreneurship Center

In the marketing of scientific products

All Taif University employees are required to follow the steps mentioned, and none of them is entitled to register a patent without the approval of Taif University. **06**

If the patent has proven that it is not economically feasible and not possible to register it. The researcher is granted a dissolution from Taif University if he wishes to register it with any other party **05**

If the patent approved, it would be registered by the Intellectual Property Office at King Abdulaziz University. Taif University shall cover the registration fees and be the owner of the patent while preserving the rights of the inventor



01

Submit all patent data, name and abstract in Arabic and English **02**

The application shall be studied by the Center for Innovation and Entrepreneurship at Taif University **03**

The patent holder must apply for registration with the Technology Transfer Office at Taif University **04**

The application will be sent to the Intellectual Property Office at King Abdulaziz University to study their economic feasibility and the possibility of converting it into a commercial product

Annex (3)

initiative

Scientific Publishing Awards

1440 H / 2018

Prepared by

Scientific Research Deanship

| Initiator data | |
|---|-----------------------|
| Deanship of Scientific Research | Name of the initiator |
| First: Initiative Title: Annual Scientific Publishing Awards | |
| Second: Field of initiative: Scientific Research | |
| Third: Description of the Initiative: Based on the vision of the Kingdom of Saudi Arabia 2030 to enhance research expertise and localize research work and improve its outputs to ensure the transformation of the knowledge economy and promote the steps of increasing the number of Saudi universities listed among the best universities in the International Classification | |
| The proposed entities to activate and succeed of initiators: - University Agency for Graduate Studies and Scientific Research (supervisor). -Deanship of Scientific Research (Organization and Implementing Organization). - The Committee of Excellence (Executing Authority). | |

Fourth: Objectives of the Initiative:

- 1 - Encouraging faculty members of the university to publish scientific classified databases.
2. Spreading the spirit of competition in research.
- 3- Improve the university's research arrangement between local, regional and international universities.

Fifth: The importance of the initiative:

- 1- Enhancing research cooperation between the Deanship of Scientific Research and the faculties of the university.
- 2 - Raise the level of interest in the quality of scientific research.
- 3 – Equivalent active faculty members.
- 4- Enrich the scientific arena with the quality researches.

Sixth: The beneficiaries of the initiative

The members of the faculty of Taif University in all scientific degrees (lecturer, lecturer, assistant professor, associate professor, professor).

Seventh: Terms and Conditions

1. The applicant should be a faculty member at Taif University.
2. The work submitted shall be completed during the period of work of the researcher at university.
3. Referred to the researcher's affiliation to Taif University must be taken into account as Taif University, Saudi Arabia.
4. The researcher who submits the application must be the First Author.
5. The published research is not supported by any internal or external entity.
6. The publication of the scientific paper should be in article with a website and the abstract of the same research should be published on the website of the electronic article.
7. The journal should be included in ISI or SCOPUS databases at the time of applying for the equivalent.
8. The research must be published within the period specified by the committee to apply for the reward and after the date of the announcement of the reward. Any requests for the equivalent of publication of any research published before January 2019 will not be accepted.
9. Scientific secretariat should not be recorded on the researchers.
10. The research should not exceed the permissible plagiarism rate applied in the Scientific

الرقم:

التاريخ:

المرفقات:

الموضوع:

Council and the Deanship of Scientific Research.

11. Research is not accepted as short communication, letter to editor or proceeding paper.
12. The research should be from original research, not derived from a master's or doctorate thesis, or from any published scientific publication.

Eighth: Proposed mechanism of work

1. To develop an electronic platform that allows the researcher to apply for the reward in cooperation with the Deanship of Information Technology at University.
2. The researcher should submit a personal form to the equivalency site and fill in the form of the reward.
3. Upload a full copy of the research on the PDF file on the website.
4. The start time of receiving research published in the beginning of January 2019.
5. Applications are submitted to the Committee of Excellence in the Agency of the University for Graduate Studies and Scientific Research at the University.
6. A record shall be prepared by the Committee and approved by the Rector and the payment shall be approved in the record.
7. The record shall be sent to the Deanship of Scientific Research to complete the necessary and transfer the equivalent in the researcher's account directly.

Ninth: Estimated budget of the initiative

2 million Saudi Riyals annually

Tenth: Proposed amounts of rewards

| نوع النشر | Award value |
|---|-------------|
| Science (eISSN:1095-9203) OR Nature (eISSN:1476-4687) | 50,000 |
| Q1(ISI) | 8000 |
| Q2,3,4 | 4000 |
| Scopus | 2000 |

The number of published researches at Taif University over the past three years was studied in the ISI database and the average scientific output was 409 research. The number of published researches at Taif University over the past three years was studied in the Scopus database. The average scientific production was 497 research. When reviewing what is allocated in other Saudi universities, we note the following:

الرقم:

التاريخ: / / ٤هـ

المرفقات:

الموضوع:

| King Abdulaziz University | |
|---|--------|
| For the research published in the first 5% of the number of leagues classified in the specialization according to the effect factor (IF) | 8400 |
| For the research published in the second 5% following category (A) of the number of leagues classified in the specialization (within the highest 6% -10%) according to the effect factor (IF) | 7000 |
| For the research published within the top 11% - 20% of the number of leagues classified in the specialization according to the coefficient of influence (IF) | 3500 |
| King khalid University | |
| For research published in Nature or Science | 50,000 |
| For search published in articles that are listed in the ISI database and have a high impact coefficient | 3000 |

We also note that Taif University included the Scopus databases in the equivalence table because of the importance of this rule in the classification of the research university. The proposed amounts (financial allocations for publication) have proposed an addition to the average publication in previous years to ensure the continuity of equivalence and to ensure that it is delivered to all researchers and not limited to researchers In the first program.

Ninth: The duration of implementation of the initiative:

One academic year 1440/1441 H