**SGT UNIVERSITY**

**Performa for applying for Research Incentive for Patent**

 (To be submitted for approval before attending the courses etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Name of the Faculty***(EMP ID, Designation, Department, Faculty, Email ID & Mobile No.)* | **:** |  |
| **2.** | Date of Joining | **:** |  |
| **3.** | Title of the Patent | **:** |  |
| **4.** | Application no. of the Patent | **:** |  |
| **5.** | Name of the Patent Applicant with academic affiliations | **:** |  |
| **6.** | Name of the IPR with Country (Patent office) |  |  |
| **7.** | Date & Year of Filing  |  |  |
| **8.** | Date & Year of Publication |  |  |
| **9.** | Date & Year of Granting (if any) |  |  |
| **10.** | Name of the Inventors with academic affiliations. (If Any) | **:** | 1.  |
|  | 2. |
|  | 3. |

**11. Bank Details of Author’s:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Beneficiary Name *(as per bank record)*** | **Author-1** | **Author-2****(if applicable)** | **Author-3****(if applicable)** |
| **Bank Name:**  |  |  |  |
| **Bank Address:** |  |  |  |
| **A/c No.:** |  |  |  |
| **IFSC code:** |  |  |  |

**Declaration**

I undertake to state that all information given by me as above is true to the best of my knowledge. If any information given above is found false/misleading, disciplinary action may be taken against me and an incentive (if any) issued for patent given above may be recovered from me. This is to also certify that I have not availed any incentive for patent from SGT University, previously.

**Date of Submission:**

**Signature of the Applicant/s** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation/ Remarks & Signature of the Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation/ Remarks & Signature of the Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of Department Dean of Faculty**

*(with seal)*

**Note:** Hand Written application will not be accepted

**List of Enclosures:**

* Covering Letter
* Duly filled application form
* Copy of the relevant pages of published/granted patent giving valid proof of title, Inventor’s name, affiliation, patent office, year of application and publication

**Steps for application and sanction of research incentive for patents:**

1. The completed application form along with the mentioned enclosures, duly forwarded by the HoD and Dean, is to be sent to the office of Dean (R&D), SGT University for approval.
2. The office of Dean (R&D) will check the submitted application and recommend it to VC office for approval.

**Please note:**

* The HOD and Dean has to check thoroughly for the eligibility and then forward with remarks/ recommendations (according to the current research promotion policy guidelines)