

Development Proposals Template

Before Submitting Your Proposal:

Prior to submitting your proposal to R&D for registration and making a claim for your invention, please ensure you have searched the following international database to verify whether your invention is new and novel, or if it has already been patented or published elsewhere:

www.wipo.int/patentscope/en/

Submission Details:

Submit your innovation proposal by the first Tuesday of every month in both soft and hard copies. Send the soft copy to the email address: dirrnd@rcod.com.pk and the hard copy to Dir R&D Cell RCOD office in sealed envelope.

Note: Submission of both soft and hard copies is mandatory.

Proposal Format/Template:

1. **Title of Invention:** Include the name, contact details, and college/university affiliations of the inventor(s).
2. **Abstract:** Provide a brief introduction covering all technical aspects of the invention. This should be concise, no more than one or two paragraphs.
3. **Field of Invention:** Describe the area or technology related to the invention. For example, "field of pharmaceutical preparations for the management of diabetes."
4. **Background of Invention:** Explain the usefulness and development process of your invention. Detail the prior art (existing patents in the field), the current state of technology, and how your invention is novel compared to the existing prior art. If your invention addresses a problem associated with prior art, explain the problem and how your invention solves it. If it improves existing technology, provide a short description of the improvement.

5. **Brief Description of Drawings:** Describe the drawings/illustrations used to explain your invention, with clear labels.
6. **Detailed Description:** Offer a detailed explanation of your invention and its operation, supported by drawings and illustrations. Describe the concepts thoroughly, including any specific embodiments of the invention, in a manner that allows a person skilled in the field to understand and reproduce it.
7. **Claims:** Provide a precise legal statement of what is claimed in your patent.

Processing of Innovation Proposals by R&D:

1. **Initial Evaluation:** The R&D innovation team will conduct an initial evaluation within 20 days after the first Tuesday of every month to determine if the claimed invention is patentable and has commercial applicability.
2. **R&D Meeting:** The inventor/researcher will be invited to an R&D meeting to answer any questions related to the submitted documents. The Innovation Committee will make an internal decision within 5 days after the R&D meeting.
3. **Patent Preparation:** If the Innovation Committee is satisfied, the inventor will prepare the patent document according to the IPO (Intellectual Property Organization) Pakistan guidelines. Refer to the following link:
4. **Filing Assistance:** R&D will assist in filing the patent document. If professional assistance is needed, a patent attorney may be consulted.

For any questions or further assistance, please contact the relevant individuals listed in the original protocol.

No.102/RCOD/P-134d.

(Director, R&D Cell-RCOD)

Dated: 6th August, 2024